



**Town of Brookfield  
Board of Selectmen Meeting  
May 16, 2023**

**ATTENDANCE:** Rich Zacher, Chairman; Brian Robischeau, Selectman; Ed Gauthier, Selectman; Joanne Dolbear, Treasurer; Karen Servacek, Town Clerk; and Marilou MacLean, Heritage Commission.

**Also Present:** Mark Stengel, Chuck Dolbear, Jan Ledbetter, Craig Evans, and Ed Comeau

- **Call to Order:** Rich Zacher called the meeting to order at 6:00 PM.
- **Pledge of Alliance**
- **Approval of Minutes:** Rich Zacher made a motion to approve the minutes of May 2, 2023, seconded by Ed Gauthier. The motion passed unanimously.
- **Public Comment:** Mark Stengel asked if the Administrative Assistant would continue with taking meeting minutes. Rich Zacher replied that she is the Administrative Assistant and would no longer be taking the minutes.

Jan Ledbetter has finalized the Resource Guide and it will be posted on the Town website.

Jan asked if the Board had made a decision regarding the Little Free Library. Ed Gauthier feels that it should be on private property and not in the name of the Town. Brian Robischeau had concerns about the cost and the longevity of the project. Rich Zacher suggested that we try it for a year and see how it goes.

Jan Ledbetter explained that the materials would be donated, and she would be the Steward of the library and if for some reason she was not available she would appoint an appropriate person.

**Rich Zacher made a motion to approve the Little Free Library for a year, seconded by Brian Robischeau. The motion passed with Ed Gauthier opposed.**

Craig Evans has received a request from Nancy and Bill Gaver to donate to the Town of Brookfield three early prints by Judy Brenner. The Board discussed where they could display the prints. **Ed Gauthier made a motion to accept the three pictures from the Gaver, seconded by Rich Zacher. The motion passed with Brian Robischeau opposed.**

Ed Gauthier reported that the Stop the Bleed program by Janet Williamson was a success. Janet is willing to hold another session in the future.

Marilou MacLean reported that the Morning Coffee's sponsored by the Heritage Commission has had approximately 25-30 people in attendance. The next Town Coffee is scheduled for June 3<sup>rd</sup> with Judy Meakin and David Towle speaking.

Marilou would like to appoint Harriet Wilson to the Heritage Commission for a 3-year term with her term expiring in 2026.

Marilou will be chair of the Heritage Commission for a 1-year term expiring in 2024.

**Rich Zacher made a motion to appoint Harriet Wilson to the Heritage Commission for a 3-year term, seconded by Brian Robischeau. The motion passed unanimously.**

Ed Gauthier reported that the Conservation Commission will be doing a site walk down Cottle Hill Road to Old Governors Road on June 3, 2023, to check on the property.

Karen Servacek reported that the One Check System will go live on June 19, 2023.

The Town Clerk's office will no longer be open on the last Saturday of the month due to low volume.

The Town Clerk and the Deputy Tax Collector will be attending the Certification Program on August 7-11.

**Approval of Bills:** Joanne Dolbear presented the bills for payment totaling \$8,724.96 and \$122,893.58.

**Rich Zacher made a motion to approve the bills as presented on the manifests, seconded by Ed Gauthier. The motion passed unanimously.**

The Board discussed Home Based Businesses and permits. The Board reviewed a proposed form that will be required for anyone operating an outside business. The Board will discuss this further at the next meeting on June 6, 2023.

The Board discussed permit fees and if permits are required for all structures. Recent issues include solar panels, sheds, and the amount of fees to be charged. Rich suggested a new fee structure and will bring a proposal to the next meeting. Any changes to the fee schedule will require a public hearing before they can become effective.

The Board signed the Warrant for Land Use Change Tax in the amount of \$2500. **Ed Gauthier made a motion to approve the Warrant for James and Jane Burke on Clark Road, seconded by Rich Zacher. The motion passed unanimously.**

The Board signed the Yield Tax Levy for George Allen in the amount of \$696.94. **Ed Gauthier made a motion to approve the Yield Tax Levy for George Allen, seconded by Rich Zacher. The motion passed unanimously.**

**There being no further business to come before the Board of Selectmen, Rich Zacher made a motion to adjourn, seconded by Ed Gauthier. The motion passed unanimously, and the meeting adjourned at 6:45 pm.**

**Respectfully submitted,**

**Joanne Dolbear  
Acting Secretary**