



**Town of Brookfield
Board of Selectmen Meeting
June 6, 2023**

ATTENDANCE: Rich Zacher, Chairman; Brian Robischeau, Selectman; Ed Gauthier, Selectman; Joanne Dolbear, Treasurer; Karen Servacek, Town Clerk; and Chris Kinville, Road Agent.

Also Present: Bob Servacek, Jo Oswalt, Christine Oswalt, Leah Gage and Jan Ledbetter.

- **Call to Order:** Rich Zacher called the meeting to order at 6:00 PM.
- **Pledge of Alliance**
- **Rich Zacher made a motion to enter Non Public Session under RSA 91-A:3, 11 (b), seconded by Ed Gauthier. The motion passed unanimously. On a roll call vote the Board entered Non Public Session at 6:05 PM.**
Zacher, yes
Robischeau, yes
Gauthier, yes
- **At 6:15 PM the Board re-entered Public Session on a roll call vote.**
Zacher, yes
Robischeau, yes
Gauthier, yes

Rich Zacher made a motion to hire Abigail Root as Secretary to the Board of Selectmen, seconded by Ed Gauthier. The motion passed unanimously.

Rich Zacher made a motion to hire Nate Whitworth as Timber Monitor, seconded by Ed Gauthier. The motion passed unanimously.

Rich Zacher made a motion to seal the minutes of the Non Public session indefinitely, seconded by Ed Gauthier. The motion passed unanimously.

- **Approval of Minutes:** Rich Zacher made a motion to approve the minutes of May 16, 2023, seconded by Ed Gauthier. The motion passed unanimously.
- **Public Comment:** Bob Servacek reported that he has completed his research on 71 graveyards in the Town of Brookfield with 759 tombstones and 294 fieldstones. Bob presented the GPS coordinate index list to the Board. The recording phase is now complete, and Craig Evans has the data to put on the website. The Board thanked Bob for all his work on this project. Bob will be speaking about the Town Cemeteries on October 7, 2023 at the Town House.

Leah Gage reported that she has had good feedback on the recent newsletter that went out with the tax bills. The newsletter committee is considering an August newsletter.

Christine Gosslin and Leah are planning games to be played at the ice cream social in August. Ed Gauthier volunteered to be the “pie in the face person” for the benefit of the Heritage Commission.

Christine Oswalt requested permission to have a home-based business. Christine is a esthetician and would like to operate her business from her home.

Rich Zacher stated that a home occupation does not require a permit therefore no permit is required.

Town Clerk: Karen Servacek reported that the Town Clerk’s office will soon be converting to a one-check system. The DMV will be converted on June 12, 2023, Clerkworks will move to the single system on June 16, 2023 and the Clerkworks trainer will be here on June 19, 2023 to ensure a smooth transition.

Karen reported that Janet Williamson will be offering a Stop The Bleed and AED class in the Fall.

Karen reported that reminders are being sent out to dog owners regarding dog licenses. There are approximately 260 dogs in the Town of Brookfield.

Archivist: Craig Evans reported that the conservation lab is working on the most recent book that Craig has given them. Craig commented that he is waiting to get with Cassandra about the cloud storage putting the digital image on the website.

Craig is approaching the end of the property file project. It will be necessary to develop a system with the Planning Board on how to file any new documents. It will also be necessary to train people in the office who need to look up any of the documents.

Road Agent: Chris Kinville reported that most of the dirt roads have been graded. He is meeting with the paving contractor tomorrow and paving will most likely be done at the end of the summer. Pleasant Valley Road is being worked on.

The Board discussed removing the island at the end of Moose Mountain Road. There is a rock with a plaque on the rock placed there by the Brookfield Bloomers. The Board discussed asking the Churchill family if the Town could move the rock to their property. The plaque represents the Helen Churchill Memorial Garden. Before paving begins a decision must be made about the island. Chris Kinville will look at the situation and take some measurements and report back to the Board.

Conservation Commission: Ed Gauthier reported that the members of the Conservation Commission walked the Cottle Hill trail on June 3rd. The Commission is working on plans to make the trails better. Jeremy Marcotte is willing to clean the brush and overgrowth from the trail.

Records Management: Ed Gauthier presented a Right To Know request in draft form for the Board to review and approve at their next meeting.

Resource Guide: Jan Ledbetter has put together a extensive Resource Guide that will be made available on the Town website. There are a few corrections to be made but overall it is an amazing document and the Board thanked Jan for her hard work in putting it all together.

Intent to Cut: The Board signed an Intent to Cut for Map 12 Lot 8 on Governors Road. It is a 40 acre lot on the south side of Governors Road. It was noted that the Sawyer Graveyard may be on that property. Rich will contact Mr. Leary and ask him to flag the cemetery.

Warrant: Rich Zacher made a motion to sign the Warrant to collect taxes for a Timber Cut on Map 25 Lot 1, Joanne Root's property in the amount of \$1407.00. Motion was seconded by Ed Gauthier. Motion passed unanimously.

Strafford Regional Planning: The Board received a request for dues from Strafford Regional Planning in the amount of \$941.86. **Ed Gauthier made a motion to decline paying the Strafford Regional Planning dues, seconded by Brian Robischeau. The motion passed unanimously.**

Veterans Tax Credit: The Town did not re-adopt the Veterans Tax Credit at the annual town meeting in March 2023. The Town must consider holding a special Town Meeting to re-adopt the tax credit or issue abatement checks for approximately 25 people. The

Board is waiting to hear back from the attorney as to what would be the best course of action.

Planning Board/Zoning Board Concern: Jan Ledbetter asked what the process is to bring questions and concerns about zoning. Rich Zacher stated that questions should go to the Planning Board. The Selectmen enforce the zoning ordinances that are adopted by the Town.

There was discussion regarding the solar panel base at the corner of Lyford and Clark Road. When the panels are flat, they are not compliant with the property line setbacks.

The Selectmen will draft a letter to the property owner informing them that they are in violation of the zoning ordinance.

Approval of Bills: Joanne Dolbear presented the bills for payment totaling \$4,095.00 and \$191,443.85. Payroll was presented totaling \$12,301.29.

Rich Zacher made a motion to approve the bills and payroll as presented on the manifests, seconded by Brian Robischeau. The motion passed unanimously.

The Expenditure and Revenue Report will be posted on the Town website.

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 7:15 PM.

Respectfully submitted,

**Joanne Dolbear
Acting Secretary**