



SELECTMEN'S MEETING MINUTES

April 10, 2018

Meeting called to order at 6:30pm.

ATTENDANCE: Selectman Rich Zacher, Selectman Brian Robischeau, Selectman Rick Surette, Laurie Champy, Marilou MacLean, Ed Nason, Rose Zacher, Ed Comeau, Craig Evans, Brad Williamson

- **Approval of Minutes:**

***MOTION:** Selectman Robischeau made a motion to accept all minutes as drafted from March 27, 2018, and to seal nonpublic minutes for 1 year. Selectman Zacher seconded, all in favor, motion carries. Selectman Surette abstained.*

***MOTION:** Selectman Surette made a motion to accept the February 27, 2018 meeting minutes as drafted. Selectman Zacher seconded, all in favor, motion carries. Selectman Robischeau abstained.*

***MOTION:** Selectman Surette made a motion to accept the February 24, 2018 meeting minutes. Selectman Zacher seconded, all in favor, motion carries. Selectman Robischeau abstained.*

Selectman Zacher made the following motions due to the need to reorganize the Board following Town Meeting.

***MOTION:** Selectman Zacher made a motion to have Brian Robischeau be Chair for the next year. Selectman Surette seconded, all in favor, motion carries.*

***MOTION:** Selectman Zacher made a motion to have Rick Surette be Vice Chair. Selectman Robischeau seconded, all in favor, motion carries.*

Committee assignments were reviewed. The Selectmen agree to keep their current assignments with the exception of adding Selectman Zacher as Selectmen Representative to the Trustees of the Trust Funds.

- **Treasurer:** Marilou MacLean stated that first quarter payments have been made.

Marilou presented for signature the MS-232 report; the report that reflects appropriations made at Town Meeting.

The Selectmen discussed a means to improve propane usage monitoring. They agree to read the meters installed for various buildings on a quarterly basis. Laurie will add this assignment to their rotation schedule. Selectman Zacher will begin the rotation and will read the meters tomorrow.

Upon review of the supplied budget by Marilou, it was announced that of the \$55,000 budget for winter road maintenance, only \$190+ remained.

- **Administrative Assistant:** Laurie Champy stated that she, Selectman Zacher, and Rose Zacher had a conference call last Wednesday with Bill Letsky from Virtual Town Hall to discuss the direction of the website redesign. A request to the public was made to provide high resolution, scenic photos of Brookfield and the Town House Building.

Laurie stated that she is meeting tomorrow with Tim Nolan, the Forester recommended by the Conservation Commission for forest management. He will be supplying the contract for signature as well as retrieving any necessary documentation (maps, deed, etc).

- **Tax Collector:** Rose Zacher stated they will lien properties on Friday for unpaid 2017 taxes, for approximately \$58K, including penalties and interest. The deeding process for unpaid 2015 property taxes will also begin on Friday. Currently there are 2 properties that remain unpaid.

Rose suggested the Selectmen hold a work day to aid in organizing the upstairs room. Adding shelving for storage was discussed as well as the need to determine what needs to be retained versus shredded. Craig Evans suggested after the determination is made that a portable shredder be brought in and also be made available for public use by donation.

- **Archivist:** There was further discussion about changing Craig Evans' title due to his new supervisory role. Marilou MacLean stated she called the Department of Labor and they felt he should be made an employee and not remain an independent consultant.

MOTION: Selectman Zacher made a motion to hire him at his existing rate and make him an employee. Selectman Robischeau seconded, all in favor, motion carries.

Marilou MacLean will complete the new hire process including criminal background check, driving record check, required payroll documentation, etc.

- **Fire Warden:** Brad Williamson presented for signature the department reappointment letter issued by the State. The letter includes David Champy II, Michael Moore, Todd Nason, & Janet Williamson as Deputies and Brad Williamson as Warden.

MOTION: Selectman Robischeau made a motion to accept as presented. Selectman Zacher seconded, all in favor, motion carries.

- **Code Enforcement:** Ed Nason presented several documents for signature including an Intent to Cut for Map 45 Lot 4, a Gravel Tax Warrant, and 2 Intent to Excavate permits.

- **Road Agent:** Ed Nason is anticipating being done plowing for the year and has begun preparing equipment for road grading.

He stated there is an aggressive plan for culvert work this summer and culverts have been distributed.

He is also working on obtaining pricing for paving projects for the summer.

- **Planning Board:** Selectman Surette stated the Board will be meeting on the 19th.
- **Conservation Commission:** There will be a Town Clean Up day sponsored by the CC on Saturday, April 28 to coordinate with the Selectmen's breakfast. The Selectmen's breakfast will be held at the Town House Building from 8 – 10am.
- **Heritage Commission:** Marilou MacLean stated they are planning to meet probably next week. They are seeking members.
- **Cemetery Trustees:** Selectman Surette stated they will be meeting this Thursday.
- **New Business:** Selectman Zacher met with Geary Ciccarone regarding the exterior work on the Town House Building. Mr. Ciccarone is going to view the building Saturday morning and check for volume of rot.

Selectman Robischeau will review the Pole License language provided by Attorney Jae Whitelaw. This will be revisited at the next BOS meeting.

Selectman Robischeau contacted the roofer, Mr. Madden. He is expected to contact the town in May to schedule a date to begin work on the Town Office Building roof.

Marilou MacLean has reviewed the Investment Policy drafted by Selectman Robischeau and would like to revise it. This will be addressed again at the next BOS meeting.

- **Mail/Bills:**

Each bill to be paid was read, by Selectman Robischeau, indicating the payee and amount due.

Ed Nason requested the Selectmen hold off on paying the bill to Morton Salt as he believes the Town was billed for a product not received. The invoice is for \$58/ton, pricing for an ice additive when only salt was ordered. Ed continues attempting to contact them for resolution.

MOTION: Selectman Zacher made a motion to accept bills as read on record. Selectman Robischeau seconded, all in favor, motion carries.

Meeting adjourned at 7:19pm.

The next regular Selectmen's meeting is scheduled for April 24, at 6:30pm at the Town Office building.

Respectfully submitted,

Laurie M. Champy
Administrative Assistant