



SELECTMEN'S MEETING MINUTES

April 24, 2018

Meeting called to order at 6:30pm.

ATTENDANCE: Selectman Rich Zacher, Selectman Brian Robischeau, Selectman Rick Surette, Laurie Champy, Marilou MacLean, Ed Nason, Ed Comeau, Diana Peckham, Dianne Smith, Brad Williamson, David Guttadauro

- **Approval of Minutes:**

***MOTION:** Selectman Zacher made a motion to approve minutes from April 10, 2018 as presented. Selectman Robischeau seconded, all in favor, motion carries.*

- **Public Comments:** Dianne Smith spoke of the lack of dedicated parking at the one access point in Brookfield to the Cotton Valley Rail Trail. She added that the State of NH's Dept. of Natural and Cultural Resources has opened another round of funding; this funding can only be used on rail trails, including improving adjacent land for access. The funding application deadline is in June. She would like to see improved access to the Trail without the need to drive to another town. No decisions made.

David Guttadauro stated he received a letter of observation from the Assessing office and questioned their authority to be on his property without permission. Selectman Robischeau stated the Assessor should be aware of the laws and he will follow up.

David Guttadauro requested a private meeting with the Selectmen and the Assessor to review a Land Use Change Tax denial. He would like to review the paper trail; he feels there was a lack on continuity due to staff changes. Selectman Robischeau stated they cannot meet with him privately as a *Board*; he will schedule a meeting with a Selectman and the Assessor.

- **Treasurer:** Marilou MacLean stated she reviewed the Investment Policy and added a signature page. The newly adopted Investment Policy will be reviewed on an annual basis and will be available to view on the website.

Marilou stated she will be attending a NH Government Finance Officers Association conference next week.

- **Administrative Assistant:** Laurie Champy stated she has provided the pictures to the website designer and is waiting for an initial design for review.

- **Tax Collector:** Diana Peckham stated she began the tax lien procedure on April 13. There were 29 properties to lien, approximately \$54k filed at the registry. The abstracter is working on property searches. There were no properties requiring deedings.

She did inquire about when and how to begin the process for changing the Veterans Tax Credit amount. Selectman Zacher stated the Assessor will make a parameter adjustment to implement the change.

She also asked if there would be a Newsletter issued with the tax bills. Selectman Surette will follow up.

- **Planning Board:** Selectman Surette stated the mailing of the Master Plan survey is in process.
- **Code Enforcement:** Ed Nason stated he is answering multiple questions.
- **Road Agent:** Ed Nason stated the culvert is installed on Robinson Road. He intends to install many more culverts around town when conditions are drier.

He will begin grading dirt roads shortly.

He is discussing the Brice Drive project with Eversource this week.

He continues to call Holden Engineering regarding the bridge project on Moose Mountain Road.

- **Conservation Commission:** Selectman Zacher stated he met with the Forester who provided the contract and Grant application for \$1,500 for the biologist to work with him. Ed Comeau added that the Grant Review Committee will be meeting on Friday at 1pm at the Town Office Building and will provide a report of findings to the Selectmen.

MOTION: *Selectman Robischeau put forth a motion to execute the contract put before them. Selectman Surette seconded, all in favor, motion carries.*

Selectman Zacher spoke about town cleanup day on Saturday. There will be a sign-up sheet at the Selectmen's breakfast.

- **Heritage Commission:** Marilou MacLean stated their meetings will be once a month on the third Wednesday of the month at 7pm. They are seeking additional members.

A date of Saturday, August 4 has been set for the Annual BBQ. Details to follow.

- **Cemetery Trustees:** Selectman Surette stated they viewed cemeteries today that have trust funds so they can work on a maintenance plan.
- **Fire Warden:** Brad Williamson reported he responded to the first fire of the season in which a ¼-1/2 acre of grass burned.

He stated the forestry truck will be put in service this week; there is a planned workday on Saturday for mounting equipment to the truck.

Brad stated there is a State Forestry Grant that he would like to apply for to put toward covering partial cost of new hose. The Grant cannot be applied for until September so he has arranged to borrow additional hose for the summer months.

He spoke of an opportunity through a Federal program to obtain a newer forestry truck, early 2000 model year. There is no cost to purchase the vehicle, however, it is the town's responsibility to transport the vehicle from an unknown location. The town would receive the vehicle title 365 days following the vehicle being placed in service. He is not suggesting increasing the vehicle fleet size for the town. The intention would be to transfer current equipment over to the new truck and sell the existing truck for approx. \$5,000. He stated he has begun the application process. No decisions made.

He reported that he anticipates bringing in a new Deputy Warden.

He is looking into cabinetry to place in the radio room, as discussed previously, for the storage of Forestry and Emergency Management supplies.

- **Old Business:** Selectman Zacher stated he met twice with Geary Ciccarone regarding the exterior work that needs to be performed on the Townhouse. The Selectmen agree to place Request for Proposals on the website for the work. Marilou MacLean will also reach out to a specific local contractor.

Selectman Robischeau stated he will work with Laurie on the Pole License Language with a Public Hearing to follow prior to supplying to Virginia for implementation.

In reference to the previously discussed Investment Policy:

MOTION: Selectman Robischeau made a motion to accept the Town of Brookfield Investment Policy with an adoption date of 04/24/18, and to revisit annually. Selectman Zacher seconded, all in favor, motion carries.

- **New Business:** Selectman Robischeau stated the local audit is complete.

MOTION: Selectman Zacher made a motion to accept the local audit report. Selectman Robischeau seconded, all in favor, motion carries.

The Selectmen discussed the details of the Selectmen's breakfast; Selectman Robischeau will circulate a list of items to purchase.

The Selectmen will meet with Craig Evans at 10am following the Selectmen's breakfast for the attic walk to discuss shelving options.

The Selectmen discussed coordinating a time to meet with Ed Nason and perform the annual property tour of the Town Office Complex. Date and time to be determined.

- **Mail/Bills:** The billing discrepancy from Morton Salt, discussed at the April 10 meeting, has been resolved.

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

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

Meeting adjourned at 7:57pm.

The next regular Selectmen's meeting is scheduled for May 8, at 6:30pm at the Town Office building.

Respectfully submitted,

Laurie M. Champy
Administrative Assistant