



SELECTMEN'S MEETING MINUTES

April 25, 2017

Meeting called to order at 6:51pm.

ATTENDANCE: Selectman Rich Zacher, Selectman Brian Robischeau, Selectman Rick Surette, Laurie Champy, Marilou MacLean, Ed Nason, Ed Comeau, Dianne Smith, Brad & Janet Williamson, Tom Hill, Rose Zacher, Craig Evans, Frank Frazier, Rob Collins, David Guttadauro, Fred Cann, Tim & Sarah Straz

- **Scheduled Speaker:** Craig Evans, Town Archivist, spoke about the need for finding a suitable replacement for when he no longer holds this position. He stated it would be ideal if an apprentice would work with him to become familiar with all aspects of this important role. The Selectmen are in support of finding a qualified apprentice to begin working with Craig. Laurie will advertise for Archivist/Records Manager position on the website.
- **Scheduled Speaker:** Brad Williamson, Forest Fire Warden, was in attendance to provide an update on the forest fire equipment procurement plan following his earlier presentation to the public at 6:00pm. Prior to authorizing the expenditure for all of the requested equipment the Selectmen would like to inquire about the possibility of Wakefield providing forestry coverage; they will also explore the option of insurance coverage.

MOTION: Selectman Surette made a motion to table the majority of the list, less the PPE, until they explore other options that could benefit the Town. Selectman Robischeau seconded, all in favor, motion carries.

MOTION: Selectman Robischeau motioned in addition to PPE, that 2 sets of hand tools for \$400, backpack pumps for \$450, and 5 headlamps for \$150 be purchased, a total of \$1,000. Selectman Surette seconded, all in favor, motion carries.

Selectman Zacher will contact the Fire Chief in Wakefield and inquire about the possibility of them providing forestry coverage to Brookfield.

- **Approval of Minutes:**

MOTION: Selectman Robischeau made a motion to accept meeting minutes from April 11, 2017 as drafted. Selectman Surette seconded, all in favor, motion carries.

MOTION: Selectman Robischeau made a motion to accept meeting minutes from April 22, 2017 as drafted. Selectman Surette seconded, all in favor, motion carries.

- **Public Comments:** Tim Straz inquired about the road maintenance schedule for Moose Mountain Road as portions of the road are in very poor condition. The Selectmen stated that Moose Mountain Road is scheduled for resurfacing in 2018. The Selectmen asked the Road Agent to repair a specific section that is in need of more immediate attention. The repair is expected to cost approximately \$2,500.
- **Treasurer:** Marilou MacLean gave account balances.

Marilou stated that she has mailed the payroll tax returns that are due for the first quarter.

Marilou stated she has responded to the US Census Report from the Department of Commerce.

She stated she has a Tax Lien check requiring signature from the Selectmen to give to the Tax Collector, Diana Peckham. Selectman Zacher explained that the Town covers the lien and the money will be returned to the Town when the taxes are paid by the property owner.

- **Administrative Assistant:** Laurie Champy stated that she followed up with Virtual Town Hall, the Town's website hosting company. Bill from VTH will be attending the May 23 BOS meeting to discuss the details involved with upgrading the website.

Laurie stated a quick reminder that Selectman Robischeau has Saturday office hours this weekend.

- **Planning Board:** Selectman Surette stated that Bill Ziadeh was appointed as a new member and Tim Straz was appointed as a new Alternate member of the Planning Board.
- **Code Enforcement:** Ed Nason presented two Intent to Excavate Permits for two grandfathered gravel pits. Selectman Surette mentioned the annual inspection of the pits by the Planning Board should be performed.

Ed Nason presented a Timber Tax Warrant for the Selectmen to sign. This Warrant has been recalculated according to current pricing and the correct state zonal area; he realized he made an error when initially calculating the timber tax for a cut that was performed in Brookfield.

Ed presented the contract for the Moose Mountain Road bridge work for the Selectmen to review. No decisions made. There was discussion regarding placement of a temporary bridge during construction to allow for traffic flow. Ed will check on details of a possible Right of Way on the upstream side of the bridge.

There was a pole license received after the installation of a utility pole. After consulting with Ed about the placement of the pole the Selectmen agreed the license should be rejected due to poor pole placement. Ed will contact the power company to discuss the issue.

- **Conservation Commission:** Tom Hill stated 16 people signed up and collected over 100lbs of recyclable waste during the roadside cleanup last Saturday. The Selectmen thanked Tom for coordinating this effort.
- **Heritage Commission:** On behalf of the Heritage Commission, Marilou MacLean thanked the Selectmen for the breakfast they provided last Saturday prior to the roadside cleanup.

- **Cemetery Trustees:** Tom Hill stated the Trustees committed to a contract with a local resident for the mowing of the cemetery.

He stated the new sign is in place at the old cemetery.

- **Zoning Board of Adjustment:** Frank Frazier stated the Board met last week; Paul Tremblay will remain Chairman and Frank Frazier is now Vice Chair. The Selectmen received a notice of recommendation to appoint Paul Tremblay and Richard Mauser.

MOTION: Selectman Robischeau made a motion to accept the recommendation of Paul Tremblay and Richard Mauser as ZBA members, for 3 year terms expiring in 2020. Selectman Surette seconded, all in favor, motion carries.

- **Services Review Committee:** This is a newly formed committee that met on April 17 and 24. Dianne Smith stated she had been elected Chairperson. Dianne stated they have officially adopted the name “Services Review Committee”. She stated that their goal/mission is “To provide the BOS background and options regarding services paid for by Brookfield taxpayers”. The committee has 3 identified members, Dianne Smith, Rob Collins and Sel. Rick Surette. Dianne Smith asked for the Selectmen to approve appointing Catherine Collins to the committee.

MOTION: Selectman Surette made a motion to appoint Catherine Collins to the Services Review Committee. Selectman Robischeau seconded, all in favor, motion carries.

Dianne wanted the record to reflect that she spoke in error previously when quoting figures from the 2014 Annual Report pertaining to the Transfer Station information.

- **Old Business:** Selectman Zacher stated they are expecting a written report from the accounting firm that is reviewing the books; the report will be shared with the Town.

Selectman Zacher stated a bid was received in the amount of \$11,266 for the Town Office building roof. The Selectmen will seek additional bids.

Selectman Zacher stated he spoke with the Wakefield Police Department about establishing rules for the new town land. At this time, the Selectmen agree to post the laws already in place per State RSA. The current state laws do not allow for fire of any kind or the use motorized wheeled vehicles without written landowner permission. There will also be Carry In/Carry Out signs as there won’t be trash receptacles. The signs will be displayed on 2 kioks, one located on Lyford Rd and the second on Old Governor’s Rd. Alan Frederickson will continue to mow and maintain the fields in exchange for haying.

- **New Business:** The Selectmen received an updated investment policy from the Trustees of the Trust Funds; Laurie will post on the website.

When discussing establishing a payrate for forest fire suppression, Frank Frazier suggested the Selectmen should read RSA 227L prior to making any decisions as this RSA may offer guidelines. No decisions made. The Selectmen will revisit this topic in 2 weeks.

The Selectmen agreed to meet at earlier than usual to allow time to perform the spring tour of the Town Office building complex. The BOS meeting will begin at 6:00pm with the tour. Laurie will post this time change.

The Selectmen will be holding the next Town Coffee on Saturday, June 3 from 8am-10am at the Town House building.

Bills were reviewed and checks signed.

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

Meeting adjourned at 8:34pm.

The next regular scheduled Selectmen's meeting is May 09 at 6:00pm at the Town Office building.

Respectfully submitted,

Laurie M. Champy
Administrative Assistant