



## SELECTMEN'S MEETING MINUTES

May 09, 2017

***Meeting called to order at 6:00pm.***

**ATTENDANCE:** Selectman Rich Zacher, Selectman Brian Robischeau, Selectman Rick Surette, Marilou MacLean, Ed Nason, Ed Comeau, Dianne Smith, Brad & Janet Williamson

The scheduled meeting began early to allow time to complete a property tour of the town office building complex. The Selectmen spoke of the recently received roof quote and the possibility of the quote being inaccurate due to incorrect measurement of the roof. The Selectmen will seek additional quotes.

Ed Nason spoke about plans to increase available parking behind the maintenance shed. He will add fill, grade the area and will form a barrier to protect the propane riser and water distribution hub.

Selectman Zacher stated he received a quote of \$18,000 for 4,000 sq. ft. of primed cedar clapboard; enough to re-side the Town House and Schoolhouse building. This quote is for materials only and does not include labor or paint. Selectman Robischeau speculated it would cost \$45,000 to complete the project.

Meeting recessed at 6:22pm.

Meeting resumed inside the Town Office building at 6:30pm.

- **Scheduled Speakers:** Chairman Joe Bailey and Vice Chairman Jonathan Hotchkiss, Selectmen from the town of Middleton, were in attendance to discuss the town line Perambulation between Brookfield and Middleton. It is required by the State that this adjoining town line be walked by representatives of each town every 7 years. The Selectmen agreed to a tentative date of May 17 and/or 18. Middleton Selectman Jon Hotchkiss will be participating in the walk as well as his friend who will be assisting with GPS coordinates. Selectman Surette volunteered to participate on behalf of Brookfield; he is hopeful to find an additional person to accompany them.

- **Approval of Minutes:**

***MOTION: Selectman Robischeau made a motion to accept meeting minutes from April 12, 2017 as drafted. Selectman Surette seconded, all in favor, motion carries.***

***MOTION: Selectman Robischeau made a motion to accept meeting minutes from April 25, 2017 as drafted. Selectman Surette seconded, all in favor, motion carries.***

- **Treasurer:** Marilou MacLean gave account balances.

Marilou stated that tonight she is submitting bills in the amount of \$124,898.85. She is anticipating paying \$193k+ next month for the school district and the town of Wakefield, and another \$125k+ in July for the school district.

Marilou stated that she has completed and uploaded the MS-232 form to the State. In addition, the State requires the form be signed by Selectmen Zacher and Robischeau. This form contains information from the actual town appropriations that were voted on at Town meeting; the State uses these figures to aid in establishing the tax rate for the following year.

Marilou stated the MS-535 form is still not yet completed.

Marilou requested approval from the Selectmen to appoint Cheryl Giguere to help with the reconciliation functions for the Treasurer and to also help with reviewing financial reports to be submitted in the Annual Report. Marilou provided a letter for the Selectmen to sign and keep on file.

***MOTION: Selectman Zacher made a motion to accept this recommendation (appointment of Cheryl Giguere). Selectman Robischeau seconded, Selectman Surette asked if this was a paid position or volunteer, Selectman Zacher stated it will be a paid position and the rate would need to be discussed after a decision was made on hiring. Selectman Surette was satisfied with this response. All in favor, motion carries.***

***MOTION: Selectman Robischeau made a motion to hire Cheryl Giguere for monthly reconciliation and help with the Annual Report at a pay rate of \$50/month. Selectman Surette seconded, all in favor, motion carries.***

Marilou provided an updated town budget that shows expense/income reflective through the end of April. Marilou pointed out that she expects the phone/internet budget expense line will be \$1,500 over budget at years' end. This line item was only budgeted for \$1,500; the expense for Virtual Town Hall, the website hosting company, is \$1,500 annually. The phone/internet expense will also need to go under this line item.

- **Planning Board:** Selectman Zacher stated the Planning Board will be meeting on the 18<sup>th</sup>.
- **Code Enforcement:** Ed Nason presented two Timber Tax Warrants for signature; one for Map 26 Lot 18 and the second for Map 28 Lot 10b.

Ed Nason presented the contract and supporting paperwork from Holden Engineering that outlined the scope of the engineering study to be performed on the bridge on Moose Mountain Road.

***MOTION: Selectman Robischeau made a motion to accept the Holden Engineering surveying contract, project #1570044, for a total of \$29,300.00 of which \$3,000 has already been paid. Selectman Surette seconded, all in favor, motion carries.***

Ed stated he has received several inquiries from people regarding upcoming projects. He has also received 2 sets of new house plans on which he can begin estimating costs of permits; one on Walker Road and one on Eaton Road.

- **Road Agent:** Ed Nason stated he has graded Robinson and Lyford Roads. He stated he has begun ditching efforts on Tumbledown Dick Road and will begin grading that road next. He stated he has a couple of pending projects that he will begin when the grading is complete. One project is the repair on Moose Mountain Road that was requested by Tim Straz, he will also work on the layout on Brice Drive in preparation for paving.
- **Heritage Commission:** Marilou MacLean stated the Heritage Commission is looking for new members as they have lost some members. Marilou has submitted an article for the Spring Newsletter announcing this need; she will also ask Laurie to post a notice on the website and Facebook. The Board currently only has the minimum required number of members. Please consider attending the next meeting scheduled for Wed, May 17 at 7pm at the Town offices.

Marilou stated that a date of August 12 has been set for the Annual BBQ. They will be looking for volunteers to bring desserts. A menu will be discussed as the date approaches.

- **Cemetery Trustees:** Selectman Surette stated that the Cemetery Trustees will be meeting Thursday, May 11 at 7pm, either at the Town Office building or the Town House building.
- **Services Review Committee:** Dianne Smith stated there were members of the public in attendance at their meeting last evening. The committee revisited the regional school district's funding and its impact on Brookfield, reviewed some ancillary services that the town purchases, and also updated information on Wakefield's costs and factors that might be considered alternative ways to perform calculations. Dianne stated she is hopeful the committee will have a preliminary report to supply to the BOS in early June. The next meeting is tentatively set for Monday, May 22.
- **Old Business:** Selectman Zacher stated he was not able to read the RSA pertaining to payrates for fire suppression. The topic will be will be on the next agenda for discussion.

Selectman Surette will follow up on a quote for the Town Office building roof received from a Universal subcontractor as the Selectmen believe there is an error in the calculation of the quote. They will also seek additional quotes.

- **New Business:** It was brought to the attention of the Selectmen that there is a burnt structure and an unsecured structure on a property located on Governor's Road. Both structures reveal evidence of drug activity. Selectman Robischeau will request in writing on behalf of the Selectmen that the property owners remove the burnt structure as it is in violation of a town zoning ordinance and will also request the owners secure the other structure.

Selectman Zacher stated is was brought to his attention that it can be difficult to reach certain members of Boards/Committees as they don't all have contact information listed on the website. The Selectmen agree that it should be up to the individual member to determine the best means of contact. Laurie will review Boards and Committees to determine which information is lacking.

The Selectmen received a request from Mrs. Royle, property owner and abutter to the town land, to consider installing a gate or other means of blocking vehicle traffic between the two adjoining fields. Mrs. Royle stated

that vehicles had rutted up the driveway and fields. The Selectmen agree that it is the land owner's responsibility to block access should they choose to do so.

There was a lengthy discussion on forest fire fighting and the direction the department and town are headed in. Selectman Zacher stated he spoke with the Fire Chief in Wakefield about assuming responsibility for forest fire protection. He stated Wakefield is willing to provide protection but not willing to assume the financial liability that could occur. This potential change in contract would need to be voted on at Town meeting in March. Selectman Robischeau mentioned the need to expend funding to service the forestry truck in order to pass inspection. Selectman Surette stated the town is responsible to provide coverage and the truck should be in service until when/if a change in coverage is determined. The Selectmen agreed to expend the monies to repair the forestry truck. No motion necessary as this was voted on at town meeting and passed. Concerns for the willingness to pay another town for services currently provided by volunteer time were voiced by Janet Williamson. She spoke of the numerous calls attended to and permits written. Selectman Zacher asked if there was a log available of their work. Janet stated that they have not kept a log; they were volunteering their time in keeping with the culture of Brookfield. The Selectmen asked for a log to be kept moving forward so they could better understand their labor. Marilou MacLean suggested that it would be nice if response statistics could be added to Brad Williamson's submission to the Annual Report; it would help provide understanding of what they do. The Williamson's agreed to begin keeping a log.

- **Public Comment:** Ed Comeau gave a verbal RSA 91-A request for public notice postings for the recent ZBA meeting held as he states he did not see the meeting noticed on the website. Selectman Robischeau stated it was posted in the newspaper and on the kiosks. Selectman Robischeau stated he will supply the notices to Ed Comeau.

Each bill to be paid was read indicating the payee and amount due.

***MOTION: Selectman Zacher made a motion to pay the bills. Selectman Surette seconded, all in favor, motion carries.***

Meeting adjourned at 8:09pm.

The next regular scheduled Selectmen's meeting is May 23 at 6:30pm at the Town Office building.

Respectfully submitted,

Laurie M. Champy  
Administrative Assistant

