



SELECTMEN'S MEETING MINUTES

June 12, 2018

Meeting called to order at 6:30pm.

ATTENDANCE: Selectman Brian Robischeau, Selectman Rick Surette, Selectman Rich Zacher, Laurie Champy, Marilou MacLean, Ed Nason, Ed Comeau, Rose Zacher, Diana Peckham, Dianne Smith, Craig Evans, Fred Cann

- **Approval of Minutes:**

***MOTION:** Selectman Surette made a motion to accept meeting minutes from May 08, 2018 as submitted. Selectman Robischeau seconded, Selectman Zacher abstained, motion carries.*

- **Public Comments:** Craig Evans described a significant degraded area of driving surface near his home on Moose Mountain Road that is in need of repair. Selectman Robischeau asked if the town could seek restitution from damage due to the current log truck traffic in that area. The Road Agent stated it would be difficult to prove.

Mr. Evans encouraged the Selectmen to express thanks to Executive Councilor Joe Kenney for his efforts on facilitating the paving projects in the area.

Diana Peckham asked about an anticipated timeframe for paving Brice Drive. The Road Agent is currently obtaining paving pricing. The need for dust control on Brice Drive was discussed. The Road Agent has one tank of dust control remaining and will address Brice Drive soon.

Dianne Smith spoke about a form of funding available, different from the Bureau of Trails funding spoke of a previous meeting, that could be used for the acquisition of land adjacent to the Rail Trail. Due to the terms of conditions associated with the funding it is not a resource Brookfield could utilize solely. She emailed Kelly Collins at the Wakefield Town Office who will share the information with their BOS regarding the possibility of a collaborative grant application. Ms. Smith requested the BOS pursue funding during the next budget process to allow for increased access in Brookfield to the Rail Trail.

Dianne Smith provided information to the Selectmen from an informative 90-minute Broadband workshop she attended. Resulting from this information, Selectman Zacher will invite Attorney Kate Miller to attend a future meeting to discuss franchise agreements and broadband internet access.

- **Treasurer:** Marilou MacLean stated she would like to invest excess funds in the NH Public Deposit Investment Pool in order to increase earnings through higher paid interest rates. They are currently offering 1.87% interest. This program is state approved for municipalities and is federally insured. She provided necessary paperwork to the Selectmen for approval and signature.

MOTION: *Selectman Robischeau motioned to allow the Treasurer to move excess funds, anything in excess of \$250k, to NHPDIP, effective as soon as paperwork is approved and completed. Selectman Zacher seconded, all in favor, motion carries.*

MOTION: *Selectman Robischeau made a motion to make Selectman Rich Zacher second signatory to the account. Selectman Surette seconded, all in favor, motion carries.*

Marilou presented an updated budget report as of the end of May.

Marilou stated that over \$700k will be due to the GWRSD during a 4 month period, which began in May.

Note: Marilou MacLean is the Town Treasurer for Brookfield with a term expiration of 2019.

- **Tax Collector:** Diana Peckham stated that of the \$987,824 Tax Warrant, \$189,191.50 has been collected, including almost \$30k of assigned credits.

Diana stated there is an issue with one property owner being in violation of their contract with the town as they are behind in their payments. No decisions made.

- **Administrative Assistant:** Laurie Champy stated the website upgrade is still progressing.

Laurie asked if the PB has provided a recommendation to the BOS regarding the annual SRPC dues. She has received a second request for response, due by the end of June. Selectman Surette stated the PB will be meeting on the 21.

Laurie stated she has the kit for testing the water source at the town offices and is hopeful to provide results at the next meeting.

The Selectmen believe it would be advantageous for Laurie to be available as a Notary.

MOTION: *Selectman Robischeau made a motion that Laurie go ahead and get the necessary documentation to become a Notary for us. Selectman Surette seconded, all in favor, motion carries.*

- **Planning Board:** Ed Comeau reported they continue to work out the details on the Master Plan Survey.
- **Code Enforcement:** Ed Nason is expecting this to be a busy season as he is seeing activity on small projects as well as 2 house permits.

Ed Nason presented a Warrant for the collection of activity taxes on the Thomas Smith property.

MOTION: Selectman Robischeau made a motion to accept the Warrant as drafted for \$26.16 for the yield of excavated material. Selectman Zacher seconded, all in favor, motion carries.

Ed presented Intent to Cut Permits for signature from the Selectmen for Map 26 Lot 18, Map 6 Lot 7, Map 6 Lot 7A, and Map 6 Lot 7B.

- **Road Agent:** Ed Nason reported he is expecting a cold patch delivery the beginning of next week.

He reported the trees have been removed following the decision made at the May 08 BOS meeting. The initial intent was to remove 3 trees but it was determined 4 were rotten and 1 additional tree was damaged in the removal process. They discussed how best to deal with the remaining tree stumps. The options included either grinding them, digging, and/or cutting them back to just below grade. Ed will assess. A decision needs to be made about the Forest Fire Warden sign as it was located on one of the trees that needed to be removed. The street address number was also removed, it is being relocated and will be placed on a post of the existing sign near the road.

He stated the street sign for Tumbledown Dick Road has been replaced and the Class V section to summer camps has been graded.

He is working on paving estimates for other various road projects.

The Selectmen asked him if he has received any communication from Holden Engineering following the letter issued about their lack of performance. He reported he has not heard from them. Laurie will supply a copy of the letter to him for reference prior to him calling them again.

Ed Comeau asked the Road Agent about the quality of the cold patch being used; he explained he was aware of the cheaper products not sticking to the pavement. Ed Nason replied the town is using bagged, high performance cold patch.

- **Heritage Commission:** Marilou MacLean reported the final Churchill School House bookcase has been donated to the Wakefield Historical Society.

She reminded everyone of the Annual BBQ on August 04 from 5-7pm.

The next Heritage meeting is on the 20th at 7pm at the Town Office building. They are seeking new members.

- **Cemetery Trustees:** Selectman Surette stated the Trustees are meeting Thursday and will be discussing the setting of the flagpole and working on the finishing details of the Memorial area.
- **Brookfield Grant Review Committee:** Ed Comeau reported on the findings of the NH Fish & Game Small Grant Application that they have reviewed and completed a report on. The report is available for public viewing at the town office building. He reports the Grant funding is currently unavailable but is expected to be filled by the State again in July. Laurie will supply a copy of the completed grant application to Ed and will also mail the original to Fish & Game.

The Committee will meet this Friday at 8:30am at the town office building to review the Emergency Operation Plan Grant.

- **Public Comment:** Ed Comeau told the Selectmen to be expecting a letter from the Ossipee BOS regarding the possible start-up of a school board budget committee.
- **Old Business:** Selectman Robischeau reported the town office building roof project is now complete. Laurie will supply necessary paperwork to the contractor, Doug Madden.

Selectman Surette spoke of the details of the 1 proposal received for the new ramp for the Townhouse Building. The proposal is for an anti-skid surface aluminum, modular system, that is ADA compliant. The proposal includes the incorporation of the existing awning into the new system. Selectman Surette will follow up on 2 questions, one about the specifics of the anti-skid surface, and also for warranty information. This will be discussed at the next BOS meeting.

Selectmen Robischeau and Surette are working on obtaining proposals for the exterior painting project on the Townhouse building.

The next step on the Pole License language change process is to notify all pole license holders within our municipality of the required Public Hearing to discuss amending the language on the existing pole licenses. There was discussion of the requirements surrounding the delivery of such notices. It appears according to RSA 43:2 that it is required to involve the Sheriff's office to deliver the notifications. A date of August 14 at 6pm was set for the Public Hearing. Laurie will issue the letters to the utility carriers via the Sheriff's office and will also post appropriate notices.

Marilou and Lance MacLean will continue to dispose of unwanted equipment in the attic. Selectman Robischeau stated that he secured a couple of student volunteers from Kingswood to help. Marilou will look for a Retention Policy. Each department will be responsible for their own records maintenance.

- **New Business:** Selectman Robischeau stated that he recognizes the need for the town to have a standard contract for protection from liability. He will compose a "fill in the blank" contract for use. Dianne Smith suggested referencing NHMA for a standard contract.

The Selectmen discussed options surrounding lawn/grounds care at the town office complex. They agree to allow for the storage of a lawn mower on the premises and not have the liability associated with the ownership of equipment.

They agree to order mulch for the grounds at the office complex. Selectman Robischeau will order through David Guttaduro. This will be another project for the students from Kingswood to work on to aid in the completion of their required hours. They will also help remove sand from the grass left from winter plowing.

The Selectmen received a recommendation for approval from the Assessor Rod Wood, on a Veteran's credit qualification for Robert A. Servacek.

MOTION: Selectman Robischeau made a motion that we accept his Veteran's credit qualification for the \$250. Selectman Zacher seconded, all in favor, motion carries.

The Selectmen reviewed a Current Use Land Change Tax Warrant, approved by Assessor Rod Wood, for the Simone property, Map 18 Lot 20.

MOTION: Selectman Robischeau made a motion to accept the LUC Tax Warrant. Selectman Zacher seconded, all in favor, motion carries.

The Selectmen reviewed a recommendation from the Assessor, Rod Wood, to accept the Current Use application on Stoneham Road for Map 4 Lot 22.

MOTION: Selectman Robischeau made a motion to accept the application for Current Use for Map 4 Lot 22 on Stoneham Road. Selectman Surette seconded, all in favor, motion carries.

Notices were received from NHDES regarding expired construction approvals for a few properties; Map 12 Lot 1, Map 28 Lot 2a and Map 28 Lot 3.

Laurie will address a request from the DOT to update the City/Town Officials list.

The Selectmen requested Laurie get proposals for propane supply for the 2018-2019 season.

- **Mail/Bills:** Each bill to be paid was read, by Selectman Zacher, indicating the payee and amount due.

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

Meeting adjourned at 8:21pm.

The next regular Selectmen's meeting is scheduled for June 26, 2018 at 6:30pm at the Town Office building.

Respectfully submitted,

Laurie M. Champy
Administrative Assistant