



SELECTMEN'S MEETING MINUTES

Sept 12, 2016

Meeting called to order at 6:30pm.

ATTENDANCE: Selectman Brian Robischeau, Selectman Rich Zacher, Selectman Bill Nelson, Laurie Champy, Marilou MacLean, Tom Hill, Brad Williamson, Joan Nelson, Frank Frazier, Paul Chrysafidys, Tom Giguere, Bob Nielsen, Jim & Kelsey Whittemore

- **Scheduled Speaker:** Brad Williamson was present to discuss the Local Emergency Operations Plan Grant. He stated the plan has 2 purposes, the first is to provide direction when there is an emergency, the second is to provide eligibility for funding in the event FEMA declares an emergency. He stated this plan is due to be updated every 8-10 years. Brad will supply a copy of the previous report to the Selectmen for review as requested. No decisions made. The grant application will also need to be supplied to the Grant Review Committee.
- **Approval of Minutes:**

***MOTION:** Selectman Nelson made a motion to accept meeting minutes from August 23, 2016 as printed, Selectman Zacher seconded, motion carries.*

***MOTION:** Selectman Robischeau made a motion to accept meeting minutes from August 27, 2016, Selectman Nelson seconded, all in favor, motion carries.*

- **Public Comments:** Several residents were present from Robinson, Lyford, and Clark Roads. There was extensive conversation over the concern of an aggressive dog owned by Judy Brenner. The residents requested help from the Selectmen as they felt the local police weren't addressing the issue appropriately. The Selectmen agreed to speak with the Chief of Police and Judy Brenner about this matter. An email list of the concerned residents was collected. An email will be issued Friday to inform the residents of the result of these conversations.
- **Treasurer:** Marilou MacLean gave account balances. Marilou stated she received next year's budget from NH DOT that indicated the Block Grant will be reduced from \$10,000 to \$6,000.
- **Administrative Assistant:** Laurie Champy stated that she issued the cancelation letter to Tri-State Fire Protection. She will call Wakefield Fire Department for a recommendation of a company to service the fire extinguishers.

- **Planning Board:** The next Planning Board meeting is scheduled Thursday, Sept 15th at 6:30pm.
- **Conservation Commission:** Tom Hill stated that they will be working on Rules and Regulations for the new town forest and will present a completed copy to the Selectmen for approval.
- **Heritage Commission:** Marilou MacLean stated the Heritage Commission will be meeting next week on Wednesday. They will be discussing the recent Bar-B-Q event at the Townhouse building and the upcoming Veterans Potluck dinner.

Selectman Nelson stated that he received a complaint from a resident regarding the desks still located in the Churchill School House. Marilou stated that she will be more proactive in trying to sell them.

- **Cemetery Trustees:** The new town cemetery has been raked and hydro-seeded, the main gravel road is laid out, and an entry gate has been installed. The layout of the first two loops, to include approx. 100 gravesites, is under construction. Once identified, the gravesites will be available for purchase.
- **Forest Fire Warden:** Brad Williamson asked about the status of the forestry budget. The Selectmen advised him to hold off on dry hydrant work for this year.

At the annual Kingswood Lake Association meeting in July, the spring forest fire was discussed and they stated it became evident that there is a lack of equipment for fighting a fire in such a remote location. A motion was made to make a donation in the amount of \$350 to the Town of Brookfield for “remote forest fire fighting trail based equipment for areas inaccessible by conventional vehicles”.

- **Old Business:** In response to some items being outdated in the First Aid Kit, Laurie will compile a list of expired items that need replacing.

Marilou stated that the Treasurer’s new laptop has been purchased and will be available for use during budget season.

Selectman Robischeau suggests that it would be best to meet with Jae Whitelaw in person to review pole license language. Selectman Robischeau will work to schedule a meeting with him in early October.

Selectman Robischeau and Laurie will meet to work on the Town’s Facebook Organizational page.

Selectman Nelson stated that he has not heard back from Land Tech regarding availability for the installation of the boundary markers on Brice Drive.

The Selectmen requested that Laurie issue a preliminary budget request letter to all departments with a response deadline of Oct 15th.

- **New Business:** Two assessing contract quotes have been returned out of the three that were issued. The Assessor Clerk forwarded these quotes for review to Craig Nichols, who will attend a BOS meeting and will provide his recommendation to the Selectmen.

A bid was received from Geary Ciccarone in the amount of \$8,500 for the required work on the ramp project on the rear of the Townhouse building. This bid, along with the Town Office roof that needs replacing, will be considered during the upcoming budget process.

Selectman Robischeau asked Brad Williamson to supply a quote for plastic sleeves for vehicle registrations.

- **Public Comment:** A public comment was made questioning when the Road Agent's contract is due to expire. It was requested that the contract be sent out to bid for a winter and summer package.

Checks and bills were reviewed and signed.

The meeting was adjourned at 7:56pm.

The next regular Board of Selectmen meeting is scheduled for Sept 27th at 6:30pm at the Town Office Building.

Respectfully Submitted,

Laurie M. Champy
Administrative Assistant