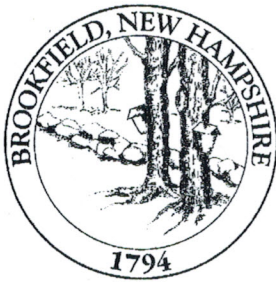




APPROVED



SELECTMEN'S MEETING MINUTES

September 12, 2017

Meeting called to order at 6:30pm.

ATTENDANCE: Selectman Rich Zacher, Selectman Brian Robischeau, Selectman Rick Surette, Laurie Champy, Marilou MacLean, Ed Comeau, Rose Zacher, Diana Peckham, Brad Williamson, Peter Donnelly

- **Approval of Minutes:**

***MOTION:** Selectman Robischeau made a motion to accept the non-public meeting minutes from August 22, 2017 as drafted. Selectman Surette seconded, all in favor, motion carries.*

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

***MOTION:** Selectman Surette made a motion to accept the August 26, 2017 meeting minutes as drafted. Selectman Zacher seconded, all in favor, motion carries. Selectman Robischeau abstained.*

- **Public Comments:** Mr. Peter Donnelly asked about an expected completion date for the work on Brice Drive. Selectman Zacher explained they believe the road will remain dirt as there won't be enough time left this season to pave.

After a discussion about the Public Hearing held earlier tonight, to allow for public input about the possible acceptance of appropriated Highway Block Grant Funds, Selectman Surette made the following motion.

***MOTION:** Selectman Surette made a motion to accept the \$28,058.28 authorized by Senate Bill 38. Selectman Robischeau seconded, all in favor, motion carries.*

- **Treasurer:** Marilou MacLean stated there is \$760,000 +/- in the bank accounts. She will contact the Trustees of the Trust Funds to invest monies until needed, probably November or December.

Marilou stated she is working on updating files with Primex for the General Liability insurance policy. As required, she has publicly posted the information on Worker's Compensation.

She stated she has created a new check manifest form that will be implemented later tonight. She explained that by using the manifest the Selectmen will be signing off on the total amount of multiple checks rather than by each individual check. The approved manifest will be attached to the meeting minutes.

Marilou will contact DRA for guidance on how to document the previously accepted monies, from the Highway Block Grant Fund, to ensure availability in next year's budget.

- **Administrative Assistant:** Laurie Champy reported that letters were issued to both propane suppliers that provided a proposal for the 2017-2018 season. An acceptance letter was sent to White Mountain Oil & Propane.

There was a discussion about a volunteer taking responsibility for the Fall Newsletter. Selectman Surette will discuss with an interested party and will follow up with Laurie.

- **Tax Collector:** Diana Peckham presented 2 abatement forms requiring signatures. One abatement is for the State, the property should have been exempt. The second is a reissue due to an error in calculation of Yield Tax.

MOTION: Selectman Robischeau made a motion to accept the abatements as the Tax Collector presented. Selectman Surette seconded, all in favor, motion carries.

In response to Selectman Robischeau's inquiry, Diana stated that payments on the Weeks' property have been made in a timely manner since issuing the second letter.

- **Planning Board:** Ed Comeau asked if including the Master Plan survey in the upcoming tax bill mailing would be considered. The Tax Collector stated it would be best for the survey to be a separate mailing due to the weight of each envelop; she stated she had to request permission to include the Newsletter in each billing envelope and she is unsure if it would be acceptable to include the survey.
- **Conservation Commission:** Selectman Zacher reported that a biologist and Fish & Game Officer Ken St. Pierre met with the Conservation Commission and walked the town land on Lyford Road and offered thoughts on improving the land.
- **Heritage Commission:** Marilou MacLean thanked the public for supporting the town by attending the BBQ.

The Commission will be meeting tomorrow at 7pm to review details of the Veterans Day Dinner planned for November. Details to follow.

- **Forest Fire Warden:** Brad Williamson gave a brief initial report of the forest fire that occurred on the ledges on Saturday, September 2. He stated 9 communities responded and the fire was extinguished in approximately 7 hours. He stated he is not anticipating the Town being billed by surrounding covering towns. Selectman Surette asked if there was a known cause. Brad stated they are fairly sure the fire was started by early morning fireworks.

Brad spoke of one person injured during the fire and explained that medical coverage, if needed, will be provided through the State. The town is not liable.

He summarized correspondence received from Ossipee Valley Mutual Aid Association. He stated he spoke with Chief Thompson from Tuftonboro, who is also the president of OVMAA, about the letter. The letter explains that Brookfield does not qualify to participate due to lack of equipment but that we receive our Mutual Aid coverage through Wakefield.

- **Emergency Management:** Brad Williamson spoke about the need to update the Emergency Management Plan as mandated by the federal government. He stated without the Plan being updated every 5 years the town would not be eligible to receive federal aid monies. The Selectmen agree to put this topic on the agenda for discussion at the next meeting. Ed Comeau asked if Brookfield is covered by Wakefield's Plan. Brad replied no and explained that each Plan is unique to its own community.

The Hazard Mitigation Plan was also briefly discussed and will be on the next agenda.

- **Old Business:** The Selectmen spoke of having a town coffee the last Saturday of every month, this will replace their monthly Saturday office hours. The first one will be Saturday, September 30 from 8-10am at the Townhouse Building. They asked Laurie to supply a letter of invitation to State Representatives' Comeau, Nelson, Marsh, and Avellani, and to Executive Councilor Joseph Kenney.

The Selectmen discussed the Services Review Committee report. The report has been on the website and seen by the Town of Wakefield. No decisions made. The Selectmen asked Laurie to remove the report from the website.

- **New Business:** The Selectmen expressed concern for the dying trees at the Town Office building complex. They agree to identify and mark them while there for the Saturday coffee on Sept 30. Selectman Robisneau will contact Urban and Selectman Zacher will contact Royle, for tree removal pricing.

Selectman Robisneau stated he reported Mr. Donnelly's injury to Primex; he will remain the contact person.

The 3 manifests from the Treasurer were read aloud by Selectman Robisneau.

- 1) Accounts Payable, 14 transactions, total amount \$36,498.09
- 2) Accounts Payable, 2 transactions, total amount \$2,044.35
- 3) Payroll, 13 checks, total amount \$12,395.42

MOTION: Selectman Robisneau made a motion to accept the 3 manifests as drafted. Selectman Surette seconded, all in favor, motion carries.

- **Public Comment:** Ed Comeau said the County Lands Committee will be holding a listening session on Saturday at 1pm at the County Complex to allow time for the public to share what they would like to see happen to the 800+/- acres.

Meeting adjourned at 7:31pm.

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

Respectfully submitted,

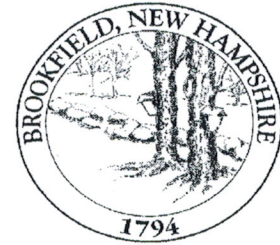
A handwritten signature in blue ink that reads "Laurie M. Champy". The signature is written in a cursive, flowing style.

Laurie M. Champy
Administrative Assistant

TOWN OF BROOKFIELD

267 Wentworth Road, Brookfield, NH 03872

Telephone: 603-522-3688



Check Manifest

Check/Code Legend:

P = Payroll

A/P = Accounts Payable

Selectmen's Meeting Dat 12-Sep-17

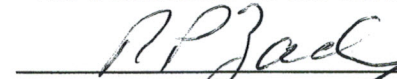
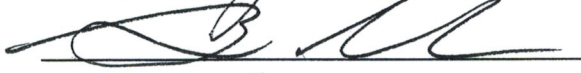

	CHECK/CODE	DATE	VENDOR/EMPLOYEE	DESCRIPTION	INVOICE AMOUNT
1	A/P	9/11/2017	Hayden Robischeau	Lawn Mowing - Sept 17	\$40.00
2	A/P	9/12/2017	Nat'l Trust for Hist Preserv.	2017 Heritage Comm Dues	\$100.00
3	A/P	8/31/2017	R.B. Wood	8/31/17 Statement	\$512.50
4	A/P	8/24/2017	Fairpoint	Phone Bill	\$83.63
5	A/P	8/24/2001	Fairpoint	Internet Bill	\$42.16
6	A/P	9/11/2017	Carroll County Registrar	Aug-17	\$20.49
7	A/P	9/11/2017	GWRSD	Sep-17	\$35,049.00
8	A/P	9/1/2017	State of NH-State Dept	Vital Records	\$43.00
9	A/P	8/29/2017	Plodzik & Sanderson	Auditor - Aug 2017	\$416.00
10	A/P	9/11/2017	State of NH-Dept of Safety	Background Check	\$15.00
11	A/P	9/11/2017	State of NH-Dept of Safety	Background Check	\$15.00
12	A/P	9/11/2017	State of NH-Dept of Police	Background Check	\$25.00
13	A/P	9/11/2017	State of NH-Dept of Police	Background Check	\$25.00
14	A/P	9/11/2017	Porter Office Machines	Copier Supplies/Maint	\$111.31
15					

Totals

Transaction count: 14

\$36,498.09

The transactions on this manifest are approved for payment:

Rich Zacher, Chairman

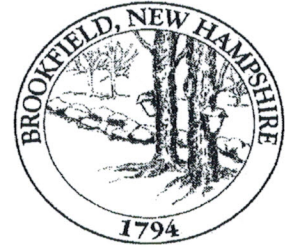
Brian Robischeau, Vice Chairman

Rick Surette

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Selectmen's Meeting Date: 12-Sep-17

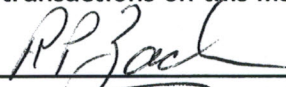
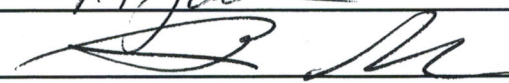
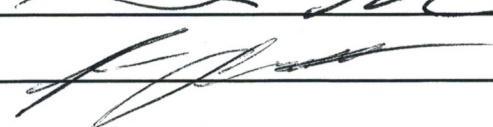
	CHECK/CODE	DATE	VENDOR/EMPLOYEE	DESCRIPTION	INVOICE AMOUNT
1	A/P	8/27/2017	Seacoast Media Group		\$79.35
2	A/P	/21/17-9/9/17	T.E.N. Construction		\$1,965.00
3					
4					
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6					
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8					
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11					
12					
13					
14					
15					

Totals

Transaction count: 2

\$2,044.35

The transactions on this manifest are approved for payment:

Rich Zacher, Chairman

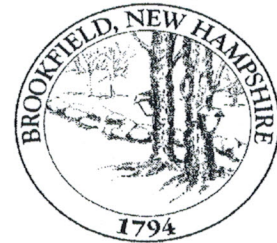
Brian Robischeau, Vice Chairman

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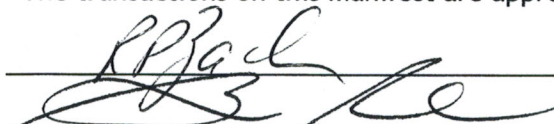
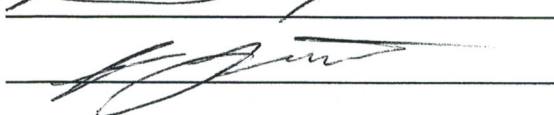
	CHECK/CODE	DATE	VENDOR/EMPLOYEE	DESCRIPTION	INVOICE AMOUNT
1	P	8/8/2017	Cheryl Giguere	July Bank Recs 2017	\$46.17
2	P	9/11/2017	Laurie Champy	Aug-17	\$594.28
3	P	9/11/2017	Eleanor DeBow	Sep-17	\$92.35
4	P	9/11/2017	Marilou MacLean	Sep-17	\$772.99
5	P	9/11/2017	Virginia McGinely	July-Sept 17	\$3,232.25
6	P	9/11/2017	Jennifer McKown	Aug. 17	\$129.29
7	P	9/11/2017	Edward Nason	July - Sept 17	\$1,101.37
8	P	9/11/2017	Diana Peckham	July - Sept 17	\$3,232.25
9	P	9/11/2017	Brian Robischeau	July - Sept 17	\$1,154.37
10	P	9/11/2017	Jessica Robischeau	Aug. 17	\$265.96
11	P	9/11/2017	Richard B. Surette	July - Sept 17	\$1,135.37
12	P	9/11/2017	Richard P. Zacher	July - Sept 17	\$601.37
13	P	9/11/2017	Rose Zacher	Aug. 17	\$37.40
14					
15					

Totals

Transaction count: 13

\$12,395.42

The transactions on this manifest are approved for payment:

Rich Zacher, Chairman

Brian Robischeau, Vice Chairman

Rick Surette