



SELECTMEN'S MEETING MINUTES

September 26, 2017

Meeting called to order at 6:30pm.

ATTENDANCE: Selectman Rich Zacher, Selectman Brian Robischeau, Selectman Rick Surette, Laurie Champy, Marilou MacLean, Ed Comeau, Ed Nason, Craig Evans, Brad Williamson, Peter Donnelly

- **Approval of Minutes:**

***MOTION:** Selectman Robischeau made a motion to accept the Public Hearing meeting minutes (09/12) as drafted. Selectman Surette seconded, all in favor, motion carries.*

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

- **Public Comments:** Peter Donnelly raised his concerns that there was a lack of dust control being performed, the lack of signage where the pavement was removed, debris piles in/near the right of way, use of right of way for parking, and questioned dates of asphalt can be ordered.

Selectman Zacher stated they received a letter of insufficiency from Mark Stengel. In order to be compliant, the Selectmen will meet, along with the Road Agent, within 72 hours to review the situation. There will be a Board of Selectmen meeting on Thursday, September 28 at 7am at Brice Drive.

Selectman Robischeau requested that the Road Agent please address the debris piles in the right of way and perform dust control.

In support of a forest management effort for the 250 acres of town land, Craig Evans wrote and provided a Request for Proposal that he would like to send out to 10 local Certified Foresters. The Selectmen agree to pursue this effort and suggest Laurie send the RFP electronically. Marilou will provide to Craig an electronic copy of the supporting map to include with the RFP. Craig will supply the contact information and electronic copies of the RFP and map to Laurie.

- **Treasurer:** Marilou MacLean states there is in excess of \$700,000 in the bank accounts. She expects \$341,000+/- will be due by the middle of November; she intends to work with the Trustees of the Trust Funds to invest \$350,000.

She stated the newly prepared MS-535 is ready for signature from the Selectmen.

According to the State Portal, the amount owed to Carroll County this year is \$131,144; an increase from last year's total of \$129,746.

- **Administrative Assistant:** Laurie Champy reported that a volunteer, Sarah Straz, has committed to producing the Newsletter this fall; she has supplied all necessary information to Sarah.
- **Planning Board:** Ed Comeau reported the Board had an informal discussion about a resident lot line change.

Ed stated the Board is going to create an ongoing Public Hearing that will begin at 6pm prior to the regular Planning Board meetings until the Master Plan is complete. It will be on the agenda, and publicly noticed as required. The public is invited and encouraged to attend. Craig Evans suggested a news release be sent in to be published in the Granite State Newspaper.

- **Code Enforcement:** Ed Nason presented 3 Intent to Cut Permits for signature from the Selectmen.
- **Road Agent:** In preparation for treating the winter roads, Ed Nason reported he has filled out requests for bulk salt.

He intends to do the final grading on all dirt roads by the middle of October.

The Selectmen spoke of a telephone pole placement/property line issue on Brice Drive. They discussed and agreed to pursue a surveyor to survey all of Brice Drive and possibly Palmer and Piney Drives as well. Ed Nason will contact Land Tech to inquire about survey services and will inquire about additional costs associated with also surveying Palmer and Piney.

Selectman Robischeau asked Ed to address the transition from the edge of the road to the parking lot at the Town Office complex.

- **Heritage Commission:** Marilou MacLean spoke about the Veterans Day Potluck Dinner on Saturday, November 11 at 5pm at the Townhouse. More details to follow.
- **Cemetery Trustees:** Tom Hill has resigned from his elected position as Chairman. A replacement will need to be found for the duration of his term.

Additional cemetery plots have been sold.

Bob Neilsen has offered to help cut the grass on private cemeteries in town.

- **Old Business:** The Selectmen discussed whether or not they would participate in an optional training for the 2020 census. The Selectmen agree to not participate.

- **Forest Fire Warden:** Brad Williamson reported that the Wakefield Fire Department tested Brookfield's dry hydrants. The hydrants located at Moose Mountain recreation area, Grandview, Prior Belknap property, Goodrich property, and Marsh property are reported to be in working order. The hydrant located at the Ciccarone property has a broken connection; Brad will notify the necessary parties to remove this hydrant from service. The last hydrant located at Stoneham 4 corners is missing and is believed to be located in the surrounding brush. Brad will address as it is believed to be in otherwise good working order.
- **Emergency Management:** Brad Williamson supplied a copy of the most recent Hazard Mitigation Plan, completed 4 years ago. Brad will be addressing the action items that resulted from the completion of this report. Laurie will post a copy of the report on the website.

Brad stated he believes he has the only copy of the latest Emergency Management Plan from 1981. This Plan is the roadmap of what do to in an emergency. It is a federal requirement to update this plan every 5 years. There is a \$5,000 grant available to the town through a soft match of \$20/hour per person for work performed on the Plan. This was discussed in detail at the previous BOS meeting. When asked about the process for payment he replied that the town would pay initially, then submit to the State for reimbursement.

MOTION: Selectman Zacher made a motion to authorize Brad to start revision to the Emergency Management Plan for the Town of Brookfield. Selectman Robischeau seconded, all in favor, motion carries.

Lastly, Brad requested approval for purchasing a portable radio for the only Deputy that does not have one. He spoke of the communication challenges that occurred at the recent fire when that Deputy was injured. He believes the cost of the radio will be approx. \$500. After reviewing the budget with Marilou, the Selectmen said the monies could be taken from the truck maintenance line item as there is a surplus.

Because of the concern for additional forest fires, the Selectmen discussed blocking access by possibly installing a gate where Tumbledown Dick Road becomes a Class VI road. They are obligated to allow access to Class VI roads, but not obligated to allow *vehicle* access. There was also discussion about improving the road as a fire lane to make it easier to navigate by emergency response vehicles.

- **Correspondence:** There was an invitation to join the Golden Spike & Ribbon Cutting ceremony in celebration of the completion of the 12 mile Cotton Valley Rail Trail on Saturday, September 30 at 10:15am at the Cotton Valley Road/Cotton Mountain Road Intersection Parking Lot in Wolfeboro.
- **New Business:** In preparation for the upcoming budget work sessions, the Selectmen asked Laurie to put out a notice to all departments requesting budget information submissions be made no later than 12/01.

The new manifest that was implemented at the last BOS meeting will no longer be used; they will revert back to reviewing each item individually. Each bill to be paid was read indicating the payee and amount due.

- ***MOTION: Selectman Zacher made a motion to pay all bills as read. Selectman Robischeau seconded, all in favor, motion carries.***

MOTION: Selectman Robischeau made a motion to enter nonpublic session per RSA 91-A:3, II(b) for personnel reasons. Selectman Surette seconded, all in favor, motion carries.

Roll call: Selectman Robischeau, yes, Selectman Zacher, yes, Selectman Surette, yes.

Nonpublic session entered at 7:28pm.

MOTION: Selectman Zacher made a motion to come out of nonpublic and return to public session. Selectman Robischeau seconded, all in favor, motion carries.

MOTION: Selectman Zacher made a motion to seal the minutes for one year. Selectman Robischeau seconded, all in favor, motion carries.

Roll Call: Selectman Robischeau, yes, Selectman Zacher, yes, Selectman Surette, yes.

Return to public session at 7:34pm.

Selectman Zacher stated they will be offering the Assessor Clerk position to an applicant; he will make the call. They are considering moving the Assessor Clerk office hours from Fridays to Thursdays as the building is currently open every other Friday for the Tax Collector's hours.

Meeting adjourned at 7:36pm.

The next regular scheduled Selectmen's meeting is October 10, at 6:30pm at the Town Office building.

Respectfully submitted,

Laurie M. Champy
Administrative Assistant