



## SELECTMEN'S MEETING MINUTES

October 11, 2016

*Meeting called to order at 6:32pm.*

**ATTENDANCE:** Selectman Rich Zacher, Selectman Bill Nelson, Selectman Brian Robischeau, Laurie Champy, Marilou MacLean, Rose Zacher, Tom Hill, Ed Nason, Ed Comeau,

- **Approval of Minutes:**

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

- **Treasurer:** The treasurer's new laptop was ready and available for use at the meeting.

Marilou MacLean gave account balances.

Marilou stated she will be working on the payroll tax return for the 3<sup>rd</sup> quarter, that is due Oct. 31<sup>st</sup>.

Marilou presented to the Selectmen the monthly statement through the end of September, it included the received budget numbers.

- **Administrative Assistant:** Laurie Champy presented the list of expired items from the First Aid Kits. Selectman Zacher requested she supply a copy of the list via email to the Selectmen; Selectman Robischeau will look into replacement costs of expired items.

Laurie presented the quote she received from Quality Fire Protection for inspecting the fire extinguishers and emergency lights. The Selectmen approved her calling the company to schedule the inspections.

- **Planning Board:** Ed Comeau stated that the next Planning Board meeting is scheduled for Oct. 20<sup>th</sup> at 6:30pm at the Town Office building.

- **Code Enforcement:** Ed Nason stated he had 3 new building permits this week. One for a sugar house on Map 15 Lot 11, one for a barn on Map 17 Lot 3, and one for a garage on Map 24 Lot 12.

- **Road Agent:** Ed Nason stated that he expects to work on crack sealing another 5 days or so, and will then move on to the Fall grading. He stated his work on Eaton Rd is near complete and is hopeful to then begin work on Tucker Rd.

Ed Nason asked the Selectmen to consider using his budget to install a single flue chimney in the shed/garage. No decisions made.

- **Heritage Commission:** Marilou MacLean stated they will meet the third Wednesday of the month at 7pm @ the Town Office building.

Marilou stated that she and Craig Evans have worked to organize the books from the Meeting House, School House and Public Library. She stated they decided to keep the books from the Public Library as they are the most valuable; they will offer the text books to the local homeschoolers. The Heritage commission will have a table and will sell select books at the Craft Fair to be held at the Town House in December.

Marilou and Craig will meet and decide which school desks to keep and which ones they will either donate or offer for sale. They will ensure the Brookfield/Wakefield Historical Society has at least one desk. They will consider donating 2 desks to an upcoming auction in Ossipee.

- **Cemetery Trustees:** Tom Hill stated they will be meeting this Thursday.
- **Old Business:** There is a non-public meeting scheduled on Tues, Oct 18<sup>th</sup> at 6pm at the Town Office building with the Selectmen and Attorney Jae Whitelaw to review the pole license language. There is a special public budget meeting immediately following scheduled for 7pm.

Selectman Nelson reported that he recently met with the surveyor on Brice Drive and the boundary markers have been installed. Selectman Nelson will follow up with the surveyor on his recommendation to record the map as it is thought to be recorded already through the court judgement. The next step in this process is to determine the location of the travel way. There will be a public Board of Selectmen meeting to discuss the location of the travel way held at the corner of Brice & Palmer Drives on Sat. Oct 29<sup>th</sup> at 9am.

- **New Business:** The Selectmen scheduled the following public budget meetings to be held at the Town Offices:
  - Tuesday, Oct 18 at 7pm
  - Monday, Nov 01 at 6:30pm

Due to the Elections on Tues. Nov 08<sup>th</sup>, the BOS meeting has been moved to Monday, Nov 7<sup>th</sup> at 6:30pm at the Town Office building.

The Selectmen discussed the public request that was made to go out for bid on the Road Agent contract that is due to expire in April 2017. The following motion was made after a lengthy, detailed discussion:

***MOTION: Selectman Zacher made a motion to negotiate a contract with Ed Nason and to not go out for bid, Selectman Robischeau seconded, all in favor, motion carries.***

Mr. Nason requested that the negotiations of his contract be done in a non-public manner. There will be a non-public Board of Selectmen meeting held on Monday, Oct 24<sup>th</sup> at 6:30pm at the Town Office building for the sole purpose of negotiating the Road Agent's contract.

The Selectmen have an invitation from Steve Whitman, working on a conservation effort with MMRG, to attend a joint meeting with the Planning Board on Oct 20<sup>th</sup>.

The two returned assessing contract bids were forwarded to Craig Nichols for his review. This review prompted some questions on both proposals that he suggests are answered prior to a decision being made. Once there is clarification, he will then meet with the Assessor Clerk and the Selectmen. Mr. Nichols recommends the Town has a signed assessing contract by Dec 01.

In order to increase availability for residents to obtain Transfer Station Permits, the Selectmen agreed to add Laurie Champy to the list of people from which they can be purchased. Residents will now be able to purchase a Transfer Station Permit on the last Saturday of the month and on all weekdays except Thursday.

Marilou stated that she continues to work on the forms required for setting the tax rate. She had completed them online, scanned and sent the original, and they were lost.

The Selectmen asked Laurie to send a request to the department heads for a brief submission for the Annual Fall Newsletter which will be issued with the tax bills. The submission deadline is Nov 01<sup>st</sup>.

**Public Comment:** Ed Comeau asked if the Town was capable of issuing an alert to residents via email. He suggested that alert be used to announce the Fall Newsletter issuance, the use of the new Facebook page, etc.

Ed Comeau stated there will be a candidate forum meeting at the Opera House in Wakefield on Thurs, Oct 13<sup>th</sup> at 6:30pm. There will be another candidate forum meeting put on by the Ossipee Chamber of Commerce held at King Pine in the Evergreen room on Wed, Oct 12<sup>th</sup>.

**Correspondence:** A letter was read from DRA stating they received Avitar's contract and it meets requirements per RSA.

There was a letter received from SRPC requesting dues in the amount of \$834; the letter included gratitude for appointing Dianne Smith as an alternate.

Ed Nason reported that Dame Electric has finished supplying power for the water line.

Bills were reviewed and checks signed.

Meeting adjourned at 7:30pm.

The next regular scheduled Selectmen's meeting is Oct 25<sup>th</sup> at 6:30pm.

Respectfully Submitted,

Laurie M. Champy  
Administrative Assistant

