



SELECTMEN'S MEETING MINUTES

January 23, 2018

Meeting called to order at 6:30pm.

ATTENDANCE: Selectman Rich Zacher, Selectman Brian Robischeau, Selectman Rick Surette, Marilou MacLean, Laurie Champy, Frank Frazier, Ed Nason, Ed Comeau, Rob Collins, Dianne Smith

Selectman Zacher announced that Public Comments would only be accepted at the beginning and end of their meetings.

- **Approval of Minutes:**

***MOTION:** Selectman Robischeau made a motion to accept the January 09, 2018 meeting minute as drafted. Selectman Surette seconded, all in favor, motion carries.*

***MOTION:** Selectman Robischeau made a motion to accept the January 16, 2018 meeting minutes as drafted. Selectman Zacher seconded, all in favor, motion carries.*

- **Public Comments:** Frank Frazier spoke of his desire to see the Agricultural Commission revived again in Brookfield. He suggested it may be a good opportunity during the Town Coffee to seek interest for participation.

Mr. Frazier asked if the Selectmen have considered an alternative to current municipal contracts. Selectman Zacher replied that they are satisfied with the current arrangements.

Rob Collins stated he is very concerned of the impact the tax increase will have on Brookfield residents. He made the suggestion that the Selectmen cut the operating budget to the bare minimum this year to help offset other increases outside of Brookfield's control.

Ed Comeau stated that the Deliberative Session will be taking place at the Kingswood Arts Center in Wolfeboro on February 03. He encouraged attendance and participation.

- **Treasurer:** Marilou MacLean stated that she met with the auditor and reviewed year end numbers through December 31, 2017. She stated they are making good progress and year end reports will be produced shortly. She added that Quarterly reports and W-2's are done, and 1099's are almost complete.

Marilou stated she also reviewed the proposed budget with the accountant. She stated the reporting system being used has changed and the reports will now appear in a different format.

- **Administrative Assistant:** Laurie Champy stated that she is currently working on the Annual Report.
- **Planning Board:** Selectman Surette reported the Planning Board is working on the questionnaire for the Master Plan.
- **Code Enforcement:** Ed Nason stated that he is working on one permit for a major renovation and will also be working on an occupancy permit tomorrow.

Prompted by budget work and conversation of potential tax generated income to reduce the tax burden, Selectman Zacher asked Ed about the number of building permits from the summer. He reported 6 sizeable projects were completed.

- **Conservation Commission:** The Commission is scheduled to meet next week.
- **Heritage Commission:** Marilou MacLean reported they will not be meeting in January.
- **Cemetery Trustees:** Selectman Surette stated the Trustees have been working on the Bylaws.

He stated they have sent out an acceptance letter to one of the bidders for the memorial circle project.

He stated that they changed the process for accepting monies for burials. They now intend to go through Marilou MacLean rather than the current practice of working with the Trustees of the Trust Funds. Marilou is verifying with Michelle Clark from DRA that this practice is acceptable.

- **New Business:** Marilou stated that the Town Clerk no longer has a cable internet connection supplied by the State. She requested the Selectmen consider upgrading from DSL service through Fairpoint to cable service offered through Spectrum. There would be an increase from \$505/yr to \$719/yr. There is an additional \$100 setup fee that includes the cost of a modem.

Marilou will be emailing an updated PDF of the budget to Laurie in preparation for the Public Hearing.

The Selectmen scheduled a brief meeting Saturday morning at 9:30 during the Town Coffee for the purpose of making a motion to accept the Draft Budget and Warrant Articles in preparation for the Public Hearing on Tuesday, January 30.

There was discussion of the need to upgrade the office scanner to meet the need of scanning multi page documents, and for increasing efficiency and productivity. The Selectmen will ask Lance to supply a recommendation and an estimate of cost.

Selectman Zacher asked about an update on the Annual Report review team. Laurie reported that all received submissions thus far have been sent to Harriet Wilson, Rose Zacher is willing to be helpful in whatever capacity needed and that there was one other person she brought to her attention that was interested in helping. She will be reaching out to them shortly.

- **Public Comments:** Dianne Smith asked for a recap on Rob Collins' concerns as she arrived late and missed his comments.

She and Frank Frazier requested an updated copy of the spreadsheet from Wakefield.

Dianne Smith expressed concern over the names of some of the Trust Funds. Selectman Zacher stated he attended a recent Trustee of Trust Funds meeting at which time he highlighted the confusion with the names. Richard Nordin, Trustee Chair, will be working on reviewing and making changes accordingly.

Frank Frazier asked if there was any discussion regarding the increased costs following the new data supplied from Wakefield. Selectman Surette explained that the increase is threefold; general cost increase, 3 additional full-time employees and that Brookfield is now contributing to retirement funds that have not been contributed to in the past.

Each bill to be paid was read, by Selectman Robischeau, indicating the payee and amount due.

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

Selectman Zacher reported that the generator has been serviced by Dame Electric and is now running but future repair is expected as it appears some parts may need to be replaced.

Selectman Zacher reported that the multiple frozen pipes and shower leak has not yet been addressed in the Townhouse as they are still awaiting service from the plumber.

Meeting adjourned at 7:46pm.

The next Selectmen's meeting is the Public Hearing scheduled for January 30, at 6:30pm at the Town Office building.

Respectfully submitted,

Laurie M. Champy
Administrative Assistant