



SELECTMEN'S MEETING MINUTES

August 14, 2018

Meeting called to order at 6:30pm.

ATTENDANCE: Selectman Brian Robischeau, Selectman Rick Surette (absent), Selectman Rich Zacher, Marilou MacLean, Laurie Champy, Ed Comeau, Ed Nason, Rose Zacher

- **Approval of Minutes:**

MOTION: Selectman Robischeau made a motion to accept June 26, 2018 minutes as drafted. Selectman Zacher seconded, all in favor, motion carries.

MOTION: Selectman Robischeau made a motion to accept July 10, 2018 minutes as drafted. Selectman Zacher seconded, all in favor, motion carries.

MOTION: Selectman Robischeau made a motion to accept July 24, 2018 minutes as drafted. Selectman Zacher seconded, all in favor, motion carries.

- **Treasurer:** Marilou MacLean stated she would like to review and finalize revenue numbers for the MS-434 report that is due to DRA by 09/01.

She provided the Selectmen with the income/expense report updated through July 31; there will be a copy available in the common office for public viewing.

She requested permission from the BOS to apply for a Dunn and Bradstreet number as required to begin working on the Emergency Operations Plan.

The appointment of an Entity Administrator will be required for website access to sam.gov in order to facilitate grant funding. There is no fee associated; the appointment renews annually.

MOTION: Selectman Robischeau motioned to appoint Marilou as Entity Administrator in order to get grant money. Selectman Zacher seconded, all in favor, motion carries.

- **Administrative Assistant:** Laurie Champy reported the website upgrade is still progressing. Laurie and Rose Zacher have a conference call scheduled for tomorrow morning and are expecting further instruction for the continuation of the project.

Laurie received approval paperwork from her Notary application submitted to the State. To complete the process, she needs to take the oath and have it notarized, return it to the State, and purchase a notary stamp.

Laurie reported a representative from Congresswoman Carol Shea-Porter's office will be holding Open Office Hours at the Town Office building tomorrow from 9-11am. This is an opportunity for the public to attend with questions or to voice concerns.

It was discovered the Town Clerk's Staples card is now expired. The Selectmen agreed it would be most efficient for all ordering to go through one office. All orders will now go through the Administrative Assistant's office.

- **Planning Board:** Ed Comeau reported they are receiving Master Plan surveys. They will retrieve and utilize the information accordingly to produce a Master Plan.
- **Road Agent:** Ed Nason reported the paving estimates for Pike Brook Road, Tucker Road apron, and the 3 hills on Tumbledown Dick Road came in \$1k over the \$80k projection; he will make efforts to bring these road projects within budget. Brice Drive is not expected to be paved this year because of delays. In the interest of open communication and to aid in clearing the confusion surrounding the issues on Brice Drive, the Selectmen asked Laurie to post the Summary Judgment related to Brice Drive (*Mark Stengel & Susan Stengel v. Town of Brookfield*) on the website.

Ed Nason and Selectman Zacher met to assess an encroachment concern on Palmer Drive. The Selectmen agree that a letter will be drafted regarding encroachment onto the "right of way" and Ed Nason will provide Zacher the RSA citing encroachment onto the "right of way".

Ed reported working on Sanborn Road. The winter sand has been removed from the ditches and with landowner support the bank has been cut back and a dry well has been installed to aid in drainage. He will finish adding gravel, grade, and will move on to Tibbetts Road then on to Pike Brook for some culvert work.

- **Code Enforcement:** Ed Nason stated he is working on 2 building permits and other paperwork.
- **Conservation Commission:** Selectman Zacher reported there will be a conservation easement presentation/discussion, sponsored by the CC, held on Wednesday, August 22 at 7pm in the Townhouse.
- **Heritage Commission:** Marilou MacLean thanked everyone that attended and/or helped at the 10th Annual BBQ held earlier this month.
- **Cemetery Trustees:** The Trustees are scheduled to meet tomorrow.
- **Brookfield Grant Review Committee:** Ed Comeau reported he contacted forester Tim Nolin to inform him of the approval of the Fish & Game Grant. Mr. Comeau advised Mr. Nolin intends to begin the project in the fall when the leaves are off the trees; we should expect to hear from him.

- **Old Business:** Selectman Robischeau reported his efforts to contact the painting contractor (Adam Dupuis) to obtain requested written documentation for the Townhouse painting project have been unsuccessful. He suggests seeking another proposal. Laurie will post the Request for Proposal on the website again and will submit an ad to the Granite State News with a response submission deadline of September 15.

Prior to the meeting the ZBA provided in writing their member recommendations for ZBA appointments/terms to the Board: Paul Tremblay/2020, Susan Weiske/2021, Ernie Brown/2019, Frank Frazier/2021, Richard Mauser/2020.

MOTION: Selectman Robischeau made a motion to accept the 5 appointments that they have recommended. Selectman Zacher seconded, all in favor, motion carries.

Laurie will inform the ZBA of the Board's motion.

Prior to the meeting, Moderator Dr. Marsh, provided in writing the requirement of the Selectmen to appoint Inspectors of Election per RSA 658:2.

MOTION: Selectman Robischeau made a motion to accept Dr. Marsh's recommendation for Rob Collins and Frank Frazier for the Inspectors of Election. Selectman Zacher seconded, all in favor, motion carries.

The Selectmen stated their need to discuss a legal issue in a nonmeeting.

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

MOTION: Selectman Robischeau made a motion to recess the meeting to have a nonmeeting discussion. Selectman Zacher seconded, all in favor, motion carries.

MOTION: Selectman Robischeau made a motion to come back to our regular Selectmen meeting on the record. Selectman Zacher seconded, all in favor, motion carries.

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

- **New Business:** Selectman Zacher stated Attorney Miller advised gathering data to aid in cable franchise contract negotiations. He suggested activating the Cable Committee again as a means to help accomplish this task. He continues to hear unsolicited feedback in favor of expanding high speed internet access. It is estimated that 25% of Brookfield residents do not currently have access. He agrees to be the Selectman Representative for this Committee.

The Selectmen signed a 911 Data Operations Liaison form identifying Assessor Clerk Bob Nielsen as the appropriate contact.

- **Mail/Bills:** Marilou requested and was granted the transfer of funds totaling \$1,000 for Warrant Articles 6 & 7 and for \$30,000 to Marsha Hunter for the land payment.

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

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

Selectman Zacher stated that next year will be a reassessment year for the Town as property selling prices are higher than the assessed value.

Meeting adjourned at 7:25pm.

The next regular Selectmen's meeting is scheduled for August 28, 2018 at 6:30pm at the Town Office building.

Respectfully submitted,

Laurie M. Champy
Administrative Assistant