



## SELECTMEN'S MEETING MINUTES

February 26, 2019

**ATTENDANCE:** Selectman Brian Robischeau, Selectman Rick Surette, Selectman Rich Zacher, Laurie Champy, Marilou MacLean, Ed Comeau, Rose Zacher, Dianne Smith, Diana Peckham, Ed Nason, Brad Williamson, Craig Evans

- **Approval of Minutes:**

***MOTION: Selectman Zacher motioned to accept the minutes from February 12, 2019 as written. Selectman Surette seconded, all in favor, motion carries.***

Selectman Robischeau explained the need to repeat a motion that was made during the 02/05/19 meeting which authorized the collection of Change Use Tax. The previously made motion did not pass due to lack of a second.

***MOTION: Selectman Robischeau motioned for the Selectmen to sign a Change Use Tax Warrant for \$30k for Map 28 Lot 17. Selectman Zacher seconded, all in favor, motion carries.***

- **Public Comments:** Dianne Smith attended the *Meet the Candidates* session held at the Town House; the impact of climate change to Brookfield was a topic of discussion. She stated that at a Strafford Regional Planning Commission (SRPC) meeting, where she is a representative for Brookfield, they have had conversation on the overall concerns surrounding this topic. She provided the Selectmen with information stemming from their meetings.
- **Treasurer:** Marilou MacLean stated four Warrant Articles will need to be addressed per DRA. She will be working on them this week.
- **Tax Collector:** Diana Peckham presented an abatement for signature for Map 18 Lot 21b.

***MOTION: Selectman Zacher motioned to accept the recommendation for the abatement. Selectman Surette seconded, all in favor, motion carries.***

She also presented a letter offering explanation of the tax payment arrangements between the Town and landowner regarding the same property. This letter is to be supplied to the lender, if requested.

- **Administrative Assistant:** Laurie Champy stated the Annual Report has been sent to the printer and is expected to be available shortly. Ed Nason will be in the Concord area and offered to pick up the Reports. Laurie will supply him with the necessary information.
- **Planning Board:** Ed Comeau stated they were not able to hold their last regular meeting due to lack of quorum. Their next meeting is scheduled for March 07, at 6:30pm, at the Town office Building. This is a special meeting for working on the Master Plan.
- **Road Agent:** Ed Nason reported that we have already consumed as much salt now as we did for all of last season. Other towns are reporting similar usage.

Diana Peckham reported she used the last of the ice melt on the walkway at the office building. Ed Nason will fill with salt.

- **Heritage Commission:** Marilou MacLean stated their next scheduled meeting is Wednesday, March 6, at 6pm, in the Churchill Schoolhouse.
- **Cemetery Trustees:** Craig Evans stated there is a candidate on the ballot for the open 3-year position.
- **Emergency Management:** Brad Williamson questioned where in the Grant Review Process was the Emergency Operation Plan. He suggested it would be beneficial to review the Hazard Mitigation Plan simultaneously as that Plan is also in need of updating. He stated funding has been approved; he would like to lock that in while its available. Ed Comeau stated the Grant Review Committee (GRC) would need to meet at least 2 more times prior to finalizing a report and providing to the Selectmen for them to review and make their recommendation. He added the next step is for Brad to supply them with 2 estimates for completion of the projects. Ed requested the Selectmen make a motion to trigger the GRC to begin the review process.

***MOTION: Selectman Robischeau made a motion that we ask the GRC to review this Grant and give us a report back so we can make an informed decision when they're done. Selectman Surette seconded, all in favor, motion carries.***

- **Archives:** Dianne Smith requested of Craig Evans the early documents pertaining to the school district. Craig reported he came across an extensive amount of historical school documentation and estimates numerous hours needed to photocopy, catalogue, and file the information. He stated these hours are not accounted for in his budget. He offered to volunteer his time but due to being an employee this is not legally allowable. The Selectmen agree this is valuable documentation and they can reallocate funds within the budget to allow for the completion of the project. Dianne Smith offered to volunteer her time to help with this process also.

***MOTION: Selectman Robischeau made a motion to take this project on. Selectman Surette seconded, all in favor, motion carries.***

Craig reported that he brought Town Record Book #7 to New England Document Conservation Center and expects to receive 2 financial plans prior to Town Meeting on 3/12. One plan will be to keep and repair the binding, and a second plan for making a new binding.

- **Old Business:** The phone system vendor will be on site next week to discuss details of the system and the setup process with Marilou, Laurie, and available Selectmen.
- **New Business:** Selectman Robischeau stated Hayden will not be available this coming summer to maintain grass cutting at the Town Office Complex. Craig Evans suggested asking Corey if he is interested as he is local and is already maintaining the grounds at the cemeteries. Craig agreed to reach out to Corey at the request of the selectmen.

Warrant Article assignments were determined for Town Meeting. Laurie will supply the results to the Moderator.

In preparation for Town Election/Town Meeting, the Selectmen will be setting up the voting booths at the Town Office Building and the chairs at the Town House building on Saturday, March 9, at 9am. Laurie will post this as a meeting.

The Selectmen will conduct a brief meeting following Town Election and prior to Town Meeting, on Tuesday, March 12, at 6:30pm, in the Churchill Schoolhouse.

Several fluorescent bulbs in various locations at the Town Office Building need to be replaced; the Selectmen asked Brad Williamson to address. Brad suggested making a change to LED bulbs one office at a time as bulbs need replacement. It was determined to begin the transition in the shared Tax Collector, Administrative Assistant's office.

- **Mail/Bills:** Correspondence was received from the State indicating the equalization rate is now 76.3%. It is required to perform a town wide assessment when the rate falls below 80%. The cost of this assessment was planned for in the 2019 proposed budget.

The Department of Transportation supplied information indicating the bridge on Moose Mountain Road remains on the Red List. Selectman Surette will be reviewing the packet.

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

***MOTION: Selectman Robischeau made a motion to accept bills as read on record by Marilou. Selectman Surette seconded, all in favor, motion carries.***

Meeting adjourned at 7:30pm.

The next regular Selectmen's meeting is scheduled for March 12, 2019 at 6:30pm in the Churchill School House.

Respectfully submitted,

Laurie M. Champy  
Administrative Assistant