



SELECTMEN'S MEETING MINUTES

May 14, 2019

ATTENDANCE: Selectman Brian Robischeau, Selectman Rick Surette (absent), Selectman Rich Zacher, Marilou MacLean, Laurie Champy, Ed Comeau, Rose Zacher, Diana Peckham, Ed Nason, Craig Evans, Frank Frazier

- **Approval of Minutes:**

***MOTION:** Selectman Zacher motioned to accept the minutes from April 23, 2019 as presented. Selectman Robischeau seconded, all in favor, motion carries.*

***MOTION:** Selectman Zacher motioned to accept the minutes from April 30, 2019 as presented. Selectman Robischeau seconded, all in favor, motion carries.*

***MOTION:** Selectman Zacher motioned to accept the non-public minutes from April 30, 2019 as presented. Selectman Robischeau seconded, all in favor, motion carries.*

- **Treasurer:** Marilou MacLean stated she attended the very informative Finance Officers Conference in North Conway. She reported that the Highway Block Grant and Room and Meals Tax Grant will be decreasing again, as anticipated.

She has updated the financial statement reflecting through 4/30/19 and will post this on the Town website.

- **Tax Collector:** Diana Peckham provided the Tax Warrant to the Selectmen for signature.

***MOTION:** Selectman Zacher made a motion to accept the Warrant as presented by the Tax Collector to the BOS tonight so Tax Collector can issue bills. Selectman Robischeau seconded, all in favor, motion carries.*

- **Administrative Assistant:** Laurie Champy reported she has received the Newsletter from Sarah Straz. She stated she needs to do a final edit and is hopeful to add late submissions. She will supply completed Newsletter to Diana by Friday.
- **Planning Board:** Ed Comeau reported their next meeting is scheduled for this Thursday, May 16, at 6:30pm, at the Town Office Building.

Marilou MacLean stated she will be writing the letter of hire to Priscilla Colbath. She added that one of her background checks has been returned and is clear. There was conversation between the Selectmen and Frank Frazier about the ZBA also utilizing her for their open Administrative Assistant position.

MOTION: Selectman Zacher motioned to extend the offer to include the ZBA as well as the PB. Selectman Robischeau seconded, all in favor, motion carries.

- **Conservation Committee:** Frank Frazier advised the Selectmen to expect a contract from Forester Tim Nolin for potentially performing a logging cut this summer on the Town Preserve.

Mr. Frazier stated the Town work day for working on the Hackett Foundation has not yet been rescheduled. He will check on ground conditions while out placing flags on Veterans' graves on Friday.

- **Heritage:** Marilou MacLean stated their next meeting is scheduled for tomorrow night at 6pm at the Town Office Building. They will be setting dates for various upcoming summer activities. The information will be posted to the website.

Marilou MacLean provided a reading on another piece of Brookfield's history.

- **Cemetery Trustees:** Craig Evans reported they will be meeting this Thursday, May 16, at 7:15pm, in the Schoolhouse.
- **Grant Review Committee:** Ed Comeau reported they have 2 Grants on the docket due for review; one is the LCHIP Grant and the second is the Homeland Security EOP Grant.
- **Road Agent:** Ed Nason reported he heard from Jeff at Northpoint Engineering. He was inquiring about the status of the contract that was presented at the previous BOS meeting.

MOTION: Selectman Zacher motioned to sign that contract, produce the \$500 deposit and move forward with that. Selectman Robischeau seconded, all in favor, motion carries.

Mr. Nason stated Tibbetts Hill and Burwell roads are graded; Tumbledown Dick Road is next on the list.

Mr. Nason reported the paving companies are requesting volume information prior to supplying an estimate. To accomplish this task and to have additional information for the future, he has started a road inventory by physically measuring each road and also performing a resident count and he will eventually add a culvert count. He is scheduled to meet with 2 paving companies in the next 2 weeks.

- **Archivist:** Craig Evans reported that his Letter of Intent to Apply for the Moose Plate Grant was approved. He stated he shared this with Ed Comeau, of the Grant Review Committee (GRC), so they can be prepared to review the Grant and supply their findings to the BOS. The process is for the BOS to review the Grant, supply to the GRC for their review, and they will then supply the BOS with their recommendation. The submission deadline for Craig is 6/14. He will be awaiting follow up.

- **Old Business:** Selectman Robischeau stated he and Hayden will put up shelving in the attic on Memorial Day weekend. The shelving will be charged on the account at Longmeadow, if pricing is reasonable.

The Selectmen revisited the topic of the previously supplied information from Ed Nason on resurfacing the Town Office Complex parking lot.

MOTION: Selectman Robischeau made a motion to go with Ed's Proposal and get it done by June 29. Selectman Zacher seconded, all in favor, motion carries.

The Selectmen reviewed correspondence from Attorney Kate Miller of Donahue, Tucker & Ciandella, PLLC (DTC). They reviewed the cable coverage map and defined specific areas where they would like to see cable expanded, and also defined areas to exclude due to low housing numbers. They intend to request Charter to quantify the costs for expansion. Selectman Zacher will follow up with DTC.

The Selectmen reviewed and compared the 2 received Proposals for the painting of the Town House Building.

MOTION: Selectman Zacher motioned to accept the bid from Women in Motion. Selectman Robischeau seconded, all in favor, motion carries.

Laurie will send appropriate correspondence to both parties alerting them of the Board's decision.

The Selectmen met with Corey from CMP Home & Property Maintenance to view the grounds at the Town Office complex. He supplied a Proposal for spring cleanup in the amount of \$551. They are also anticipating receiving a Summer Maintenance Proposal from him in the near future.

MOTION: Selectman Robischeau motioned to accept the Proposal from CMP. Selectman Zacher seconded, all in favor, motion carries.

Laurie will email Corey and inform him of the Board's decision.

There was discussion of the expected timeline for completion of the new kiosk project as it impacts other projects.

- **New Business:** Selectman Robischeau met with a representative from Primex insurance company as part of their Loss Prevention Program. They toured the Town Complex and she made the following recommendations for the garage location:

- 1) Install a reflective Exit sign
- 2) Add one additional fire extinguisher
- 3) Add sign indicating location of fire extinguishers
- 4) Basic housekeeping – remove rags, etc.

Ed Nason stated he will address all of the above issues.

- **Mail/Bills:** The Selectmen received 2 Current Use Change applications, both recommended for approval by the Assessor; one for Map 18 Lot 17G, and the second for Map 18 Lot 17.

MOTION: Selectman Zacher made a motion to accept both applications. Selectman Robischeau seconded, all in favor, motion carries.

The Selectmen also received a Veterans Tax Credit application for Map 10 Lot 5A, recommended for approval by the Assessor.

MOTION: Selectman Zacher made a motion to accept the recommendation. Selectman Robischeau seconded, all in favor, motion carries.

Marilou MacLean read the bills aloud.

MOTION: Selectman Robischeau motioned to accept bills as read on record. Selectman Zacher seconded, all in favor, motion carries.

Ed Comeau supplied multiple CD copies of previous Annual Meetings.

Meeting adjourned at 7:17pm.

The next regular Selectmen's meeting is scheduled for May 28, 2019 at 6:30pm, in the Town Office Building.

Respectfully submitted,

Laurie M. Champy
Administrative Assistant