



SELECTMEN'S MEETING MINUTES

November 05, 2019

ATTENDANCE: Selectman Brian Robischeau, Selectman Rick Surette, Selectman Rich Zacher, Laurie Champy, Marilou MacLean, Ed Comeau, Rose Zacher, Peter Donnelly, Mark Stengel

- **Approval of Minutes:**

MOTION: Selectman Robischeau motioned to accept the minutes from October 22, 2019 as drafted. Selectman Zacher seconded, all in favor, motion carries.

MOTION: Selectman Robischeau motioned to accept the minutes from October 26, 2019 as drafted. Selectman Zacher seconded, all in favor, motion carries.

MOTION: Selectman Zacher motioned to accept the non-public minutes from October 08, 2019 as drafted. Selectman Robischeau seconded, all in favor, motion carries.

- **Public Comments:** Mark Stengel asked for an update on the email process for the Selectmen. Selectman Robischeau will provide process change language and circulate for internal review. A decision is expected to be made at the next BOS meeting on 11/19. The Selectmen instructed all email contact be made through selectmen@brookfieldnh.org.

Peter Donnelly expressed his disappointment with the lack of communication and response from the Selectmen.

Mr. Donnelly stated that the debris pile remains in the ROW.

Mr. Donnelly asked about the utility poles that remain in the ROW.

Ed Comeau asked if there was any damage to Town property from the recent storm. The Selectmen reported there was none.

- **Treasurer:** Marilou MacLean supplied the updated budget numbers through the end of October. She stated there would probably be some bills that would be reread into the record due to lack of majority selectmen signature at the prior meeting.
- **Code Enforcement Officer:** Selectman Surette stated the new construction across from Roberts Road is one of the projects the code office is working on.

- **Administrative Assistant:** Laurie Champy reported the Newsletter is complete and ready for mailing.

Laurie stated she looked into Craig Evans' request of adding another page to the website for Archives. There won't be any cost from the company to build this new page. Once specifics are received from Craig, she will coordinate the build.

- **Planning Board:** Ed Comeau reported the PB worked on the Master Plan revision during their meeting on November 04.
- **Heritage Commission:** Marilou MacLean reminded everyone of the Veterans Day Pot Luck dinner on Saturday, November 09, at 5:30pm, at the Town House. Carolyn Chase is scheduled to speak.
- **Cemetery Trustees:** Marilou MacLean stated the Dedication for the memorial monuments is scheduled for Sunday, November 10, at 9am, at the Town cemetery.
- **Road Agent:** Selectman Surette reported Pike Brook and Tumbledown Dick Roads are completed. Work on Brice Drive is expected to begin tomorrow.
- **Zoning Board of Adjustment:** Selectman Robischoeu stated they will be meeting Wednesday.
- **Old Business:**

Parking Lot work – to begin following forecasted snow event.

Policy Review – Laurie presented the next policy for the selectmen to view and make suggested changes on.

Accident Report – Selectman Surette reported a claim has been filed. The insurance company advised pictures of the restoration be supplied when submitting for payment. There is a 3-year timeframe for completion. Selectman Zacher will reach out to Craig Evans to coordinate an action plan.

Budget work commenced. Action items from budget discussion:

Selectman Robischoeu will call Women in Motion for interior painting estimate for the Town Office Building.

Action items from Warrant Article discussion:

Marilou MacLean will provide a proposal for window repair/replacement on the Town House.

Selectman Surette to contact Perkins Cove – re: Moose Mountain Road bridge.

Selectman Robischoeu to invite Road Agent to meeting for discussion of road projects.

- **New Business:** Selectman Zacher talked about the lack of available filing storage space in the Assessor Clerk's office. He reported he spoke with Craig Evans who suggested a reworking of the entire file system. Mr. Evans has performed this for 2 other towns; it is labor intensive. Looking at record retention guidelines and eliminating unnecessary documents would be helpful as there is an immediate need for space. No decisions made.

The need for a Timber/Gravel Monitor was discussed. Selectman Zacher will write a job description for posting the position.

Selectman Zacher reported on communication received from the Carroll County Broadband Committee (CCBBC). They are preparing to perform a feasibility study for fiberoptic work. There is a need to notify the existing companies that provide service to the area of this intent. They have provided a draft letter that Laurie will put on letterhead and edit as appropriate for Brookfield.

MOTION: Selectman Zacher motioned to approve the letter and sign when on letterhead and mail. Selectman Surette seconded, all in favor, motion carries.

Selectman Robischeau explained that the MS-434 was finalized by DRA and a proposed tax rate of \$17.71/\$1,000 of valuation, not including any offsets, was provided. He stated the Town's current fund balance was at 23% and could be used to buy down the tax rate. He proposed applying \$150k to reduce the balance to 17% retained fund balance and an Overlay for abatement purposes of \$25,000, thus reducing the tax rate to \$16.70/\$1,000.

MOTION: Selectman Zacher motioned to accept the proposed numbers by Selectman Robischeau. Selectman Surette seconded, all in favor, motion carries.

Following the motion, Selectman Robischeau submitted the agreed upon numbers to DRA for approval.

- **Mail/Bills:** Marilou MacLean read the bills aloud.

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

Meeting adjourned at 7:51pm.

The next regular Selectmen's meeting is scheduled for November 19, 2019 at 6:30pm, in the Town Office Building.

Respectfully submitted,

Laurie M. Champy
Administrative Assistant