



## SELECTMEN'S MEETING MINUTES

November 19, 2019

**ATTENDANCE:** Selectman Brian Robisneau, Selectman Rick Surette (absent), Selectman Rich Zacher, Marilou MacLean, Laurie Champy, Ed Comeau, Rose Zacher, Diana Peckham, Brad Williamson, Frank Frazier, Steve Patriquin

- **Approval of Minutes:**

***MOTION:** Selectman Robisneau motioned to accept the minutes from November 5, 2019. Selectman Zacher seconded, all in favor, motion carries.*

- **Public Comments:** Steve Patriquin requested an update on the cable situation in Brookfield. He referred back to August when another resident, Sandy Prior, was in attendance inquiring about the potential of making cable internet available to all locations in Brookfield. At that time, the cable company was refusing communication with the Town as well as the Town's attorney, Kate Miller. Selectman Zacher stated there remains a lack of communication from them. In an attempt to accomplish the goal of bringing high speed internet to the town, efforts were shifted toward a more promising direction. The BOS became aware of and involved with Carroll County Broadband (CCBB) whose goal is to bring fiber-based internet to Carroll County. Brookfield is participating in the current feasibility study by issuing letters seeking data from service providers in our area. Selectman Zacher read the letter, once signed they will be mailed. He added he was told to this would be a 5 year process and we are 2 years into it now.
- **Treasurer:** Nothing to report.
- **Tax Collector:** Diana Peckham presented the annual payment in lieu of taxes document for signature from the Selectmen for the Sanbornville Water District.
- **Administrative Assistant:** Laurie Champy reported she has scheduled Quality Fire Protection to inspect the fire extinguishers and emergency lighting tomorrow.
- **Planning Board:** Ed Comeau reported they could not hold their last meeting due to lack of quorum.
- **Conservation Commission:** They are scheduled to meet the first Wednesday of the month. They are working on a resolution for the traffic using the Royle property to access the Town land.
- **Heritage:** Marilou MacLean reported they will be meeting tomorrow at 6pm at the Town Office Building.

She reminded everyone of the upcoming free breakfast on Saturday, December 14, from 9-11am, at the Town House. The pewter ornaments made for the Town by Hampshire Pewter will be available to purchase at this event for \$15 each. You can also purchase them during regular office hours from the Town Clerk, Tax Collector, and Administrative Assistant.

- **Grant Review Committee:** Ed Comeau reported it has been challenging for them to meet due to schedule conflicts. He is concerned with holding up a grant application that has been in review status for an extensive timeframe. He did confirm with Concord that the money for this particular grant is still available. Mr. Comeau would like to continue refining the Grant Review Process but not process this particular grant.

***MOTION:** Selectman Robischoeu motioned to allow the GRC to continue working on the process, but for the time being, all grants will come to the selectmen within one cycle review (2 weeks) to either ask additional questions or make a decision. Selectman Zacher seconded, all in favor, motion carries.*

Mr. Comeau will supply related grant materials to the Selectmen.

- **Zoning Board of Adjustment:** Frank Frazier reported at their meeting on Wednesday they amended the Rules & Procedures and also approved a new set of forms. The new documents will be posted for a 30-day public view prior to them being adopted in the future.

The ZBA regretfully accepted Paul Tremblay's resignation. They are seeking new members; please approach the Board of Selectmen if interested.

Mr. Frazier stated they denied the Request for Variance for Map 18 Lot 4E – a Notice of Decision is posted on the town website.

Mr. Frazier stated he has submitted a budget request to Marilou for purchasing flags to place on the Veteran graves. He suggested placing individual flags at the Veterans monuments. No decisions made.

- **Cemetery Trustees:** Selectman Zacher stated the Veterans Memorial Dedication took place last Saturday.
- **Forest Fire Warden:** Brad Williamson reported the Carroll County Forest Fire Warden's Association held their monthly meeting in the Town House on 10/23. The function was catered by Lino's and there were 25+ in attendance.

Mr. Williamson stated the forestry truck is out of service for the season.

He spoke of an opportunity through a Federal program to obtain a newer forestry truck. There is no initial cost, except for transporting the vehicle. He has a quote of \$1k but believes he could transport the vehicle personally for considerably less money. He stated the Town would receive the vehicle title 365 days following the vehicle being placed in service. He suggests selling the existing truck and utilizing those funds for any needed improvements. No decisions made.

- **Handyman Report:** Brad Williamson reported he located and insulated the Distribution Box. While performing this task he observed and removed roots. He contacted a local septic installer to discuss his

findings. He was advised to apply a root killer in the spring, keep the area mowed, and trim back saplings every year. He stated he repaired the broken vent stack. He inspected the pump chamber and saw it was nearly full. He discovered the circuit breaker was off and the pump was on silent. This has been addressed.

Other outstanding tasks:

Storm window for the Town House - he stated he is working on pricing.

Pressure washing the Town Office Building – will perform this week, weather permitting.

Interior lamp bulbs - he intends to replace next week.

Well cover - is due to be delivered by Bobby Lineham to the site for installation.

Exterior building numbers - they discussed the desired location.

Marilou MacLean requested he submit his bill prior to the end of the year.

- **Old Business:**

Parking Lot work – Probably not going to be completed this year.

Policy Review – Ongoing

Selectmen email process – The Selectmen agree to maintain the current process of having all email communication flow through the town email address only. ([selectmen@brookfieldnh.org](mailto:selectmen@brookfieldnh.org))

Accident, corner of Moose Mtn Rd/Gov's Rd., Update – Selectman Zacher spoke with Craig Evans to determine a plan of action for completion of repairs. Mr. Evans will coordinate having the plaque mounted on a rock. Further follow up required.

- **New Business:** Selectman Zacher spoke of the need to issue a letter for a zoning violation in the Recreation zone. Use of a facility as a church is not a permitted use in this zone. They will need to request a variance through the Planning Board. Laurie will draft and issue the letter.

A letter also needs to be issued to a homeowner for violating the conditions of a special exception granted to them by the ZBA for the installation of a solar array. Selectman Robischeau will draft this letter.

Selectman Robischeau reported he is meeting with Brenda Watts, of Women In Motion, for a proposal for the interior painting of the Town Office building.

Marilou MacLean said she will be meeting with the plasterer for a proposal for the interior work needed in the Town House.

The open position of Timber/Gravel Monitor was discussed. Laurie will post the open position on the website and allow 2 weeks for candidate response time.

Selectman Robischeau stated he met with the Road Agent and reviewed both summer and winter budgets. He suggests increasing the winter budget to match the summer budget.

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

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

Meeting adjourned at 7:25 pm.

The next regular Selectmen's meeting is scheduled for December 03, 2019 at 6:30pm, in the Town Office Building.

Respectfully submitted,

Laurie M. Champy  
Administrative Assistant