



Town of Brookfield
Board of Selectmen Meeting
March 5, 2024

ATTENDANCE: **Selectmen:** Rich Zacher, Chair; Ed Gauthier; Brian Robischeau

Also Present: Joanne Dolbear, Treasurer; Leah Gage, Administrative Assistant; Chris Kinville, Road Agent; Ed Comeau, Videographer; Brad Williamson, Fire Warden/Emergency Management; Marilou MacLean, Heritage Commission Chair; Craig Evans, Town Archivist

Members of the Public: Jamie Killeen, Mark Stengel, Ed Nason

Meeting called to order at 5:58 pm by Chair Rich Zacher

Pledge of Allegiance

Northern NH Soccer Club: Jamie Killeen of Northern NH Soccer Club appeared before the Board to ask permission to host youth soccer practices on Bob Benson's property, located on Clark Road. It is Mr. Killeen's hope to host 2 practices a week for between 15-20 players, all under 12 years of age, but no matches/games. The club would provide portable bathroom facilities. Parking would be off-road, within the entrance to the field, with enough room for approximately 5-10 vehicles. Mr. Killeen was not aware of how close the portion of Mr. Benson's field the club would use is to the property's abutters.

Ed Gauthier asked if the field would be used during weekends or during the week. Mr. Killeen answered that practices could be held on both weekdays and weekends, but would most likely be held during the week, on Tuesdays, Wednesdays and/or Thursdays, as the practices are part of an after-school program.

Rich Zacher pointed out that Mr. Benson's property is zoned Agricultural/Residential, and so an exemption would be needed from the Zoning Board prior to the club using the field. Mr. Zacher recommended that Mr. Killeen ask the ZB for the required exemption. If the exemption is granted, Mr. Killeen would return to the Board of Selectmen for permission to hold the practices. **No motions were made, or votes taken.**

Public Comments : None

Town-Wide Yard Sale: Leah Gage asked the Selectmen for permission to hold a Town-wide yard sale on May 25 and 26, with some people setting up tables at the Town House and others selling from their homes. She said she'd post the information to the Newsletter site, as well as putting it in the next edition of the Newsletter. Mrs. Gage said if enough people sign up maps of sale sites would be created. She is trying to coordinate with Wakefield, who usually does their town-wide yard sale that weekend. Rich. Zacher asked if any money would be charged to rent the tables at the Town House. Mrs. Gage said no money would exchange hands because this is a community event. Mr. Zacher, Mr. Gauthier and Mr. Robischeau gave their permission for the Yard Sale to move forward. **No motions were made, or votes taken.**

Administrative Assistant: Rich Zacher announced that Leah Gage has been hired as the new Administrative Assistant, taking over for Cassandra Rodil, who resigned earlier in the year. Mrs. Gage was hired in February and is working on training and being brought up to speed.

Town Elections and Meeting: Town Elections will be held Tuesday March 12, from 1:00 – 7:00 pm. Voter partitions will be used in lieu of booths, except in the case of the disability accessible booth, which will also be set up. Town Meeting will be held Saturday March 16 at 10:00 am in the Town House. Setup for the elections will be done by the Selectmen, and will take place at 8:30 am on election day, while setup for Town Meeting will be at 1:00 pm Friday March 15.

At Town Meeting Ed Gauthier will present warrant article numbers 6, 7, 10 and 13. Rich Zacher will present warrant article numbers 8, 9, 11, 12 and 14. Mr. Robischoeu will not present this year, as he is still recovering his health.

Approval of Minutes: Minutes from the February 20, 2024 Selectmen’s meeting were presented as written by Administrative Assistant Leah Gage.

Rich Zacher motioned to accept the minutes as presented. Ed Gauthier seconded the motion.

Vote 3-0, All in Favor

Minutes from the non-public meeting held February 22 were presented as written by Mrs. Gage. Rich Zacher motioned to accept the minutes as presented. Ed Gauthier seconded the motion.

Vote 3-0, All in Favor

REPORTS FROM TOWN OFFICIALS:

- **Heritage Commission:** Chair Marilou MacLean reported that during the last Heritage meeting (held February 27) the Commission voted in favor of increasing their voting membership from 6 to 7, including their Selectman’s Representative. Mrs. MacLean requested the Selectmen approve the increase as well. Ed Gauthier motioned to approve increasing Heritage Commission’s voting members, including the Selectman’s Representative, from 6 to 7. Brian Robischoeu seconded the motion. **Vote 3-0, All in Favor**
 - Mrs. MacLean reminded the Board and members of the public that on Saturday March 23 at 10 am at the Town House Ed Gauthier will present Maple Syrup 101, during which he will discuss the maple syruping process and all things maple-y. The event is free to attend and the public is invited.
 - Commission alternate Jan Ledbetter, on behalf of the Heritage Commission, has applied for a “mini assessment” grant of \$500, funded by the NH Preservation Alliance. The grant will be used to assess the state of the Town House. The last such assessment was done in 2011. The Town would have to match 50% of the funds, totaling \$250. Ed Gauthier motioned to authorize the Town’s portion of \$250 for the mini assessment of the Town House. Brian Robischoeu seconded the motion. **Vote 3-0, All in Favor**
- **Road Agent:** Chris Kinville presented some NH RSAs he would like the Town to adopt as ordinances, pertaining to parking on the side of the road, and driveway culverts. The RSAs give the Town the power to enact ordinances about these issues. The Board will review the RSAs and revisit the issue later.
 - **Assessment of Roads:** Mr. Kinville asks the Board for permission to set up an assessment of the Town’s paved roads with the Strafford Regional Planning Commission (SCRPC). He presented a copy of a similar report done by the Commission for the Town of Milton, as well as a brochure explaining the process. The assessment report would include descriptions of road conditions, listed by repair priority, as well as a cost analysis of the proposed repairs. The report would be no cost to the Town and would possibly be complete by budget time next year. Mr. Kinville highlighted some of the benefits of membership in SCRPC, such as free assessments of Town infrastructure, digitizing larger lot plans, being part of a larger State data pool and helping

procure State and/or Federal funds for Town projects, among other things. Craig Evans described various services the Town has missed out on by not keeping our membership in SCRPC current and asked why we've let it lapse. Mr. Zacher explained that the Town has asked the Commission for help that never came through in the past. He said he believed the dues to be around \$1000 per year. Mr. Kinville volunteered to be the Town's SCRPC representative. Mr. Zacher, Mr. Comeau and Mr. Evans went on to describe the Town's history within the Committee, previous membership with the Lakes Region Regional Planning Committee, and how neither Committee serves Brookfield properly. Mr. Kinville added that we'd be more likely to receive State aid to repair the Town's one red-listed bridge as a member of SCRPC. Mr. Zacher is willing to try becoming a current member again. **No motions were made, or votes taken.**

- **Chip Sealing:** Mr. Kinville obtained quotes to "chip seal" Clark, Moose Mt, and Tumbledown Dick Roads, as discussed at a previous meeting. The quotes were presented to the Selectmen for review.
- **Roads Posted:** Mr. Kinville reported that Town roads have been posted with weight limits for the spring thaw. He said that he gave permission for a cement truck to travel to "200" Garney Rd (address not yet issued) to pour a foundation for a home being built. He found no driveway permit for the site. He asked that the Selectmen investigate the issue. Mr. Zacher agrees to contact the Code Enforcement Officer to discuss.
 - Ed Gauthier asked how the posted road weight limits are enforced and who oversees enforcing the posted limits. Mr. Kinville replied that the signs state that the Selectmen are in charge, but that it defaults to the Road Agent (him) as the Selectmen's representative in this case.
- **Fire Warden/Emergency Management:** Brad Williamson appeared before the Board to request he and his deputies are renamed fire warden and deputy fire wardens, respectively, for 2024. He also presented a lease for a small utility trailer which is owned by the State. Mr. Zacher said he'd like to meet with Mr. Williamson at a later date/time to discuss, among other things, the old Forestry truck, repairing/enlargement the garage doors, and whether the Town needs a forester at this point in time.
 - **Emergency Management Plan:** Mr. Williamson asked about progress made in working with Wakefield to update the Town's emergency management plan. Mr. Williamson has not been kept up to date on Emergency Management Committee happenings since Rick Surette stepped down in early 2023. Mr. Zacher asked Mr. Williamson to investigate and update the Selectmen at a later date. **No motions were made, or votes taken.**
- Ed Gauthier reminded that the Conservation Commission's monthly meeting was the following evening, March 6, at 6 pm.
- **Tax Abatement:** Rich Zacher presented a tax abatement request for 4 Palmer Drive. The basis for the abatement is a decline in the property's assessed worth. Mr. Zacher made a motion to approve the request for tax abatement in the amount of \$34.69. Brian Robisneau seconded. **Vote 3-0, All in Favor**
- **Non-Public Meeting:** Rich Zacher motioned to go into non-public session under **RSA 91-A:3 II(e)** - *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his or her membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any body, board or agency for the purposes of this subparagraph.*
Brian Robisneau seconded the motion. **Vote 3-0, All in Favor**
 - Non-public session entered at 6:48 pm on a roll call vote:

- Rich Zacher **Y**
- Ed Gauthier **Y**
- Brian Robischeau **Y**
- Rich Zacher motioned to come out of non-public session. The public session was rejoined at 6:54 pm on a roll call vote:
 - Rich Zacher **Y**
 - Ed Gauthier **Y**
 - Brian Robischeau **Y**
- Rich Zacher made a motion to seal the non-public meeting minutes (once complete) for a term of one year. Brian Robischeau seconded the motion. **Vote 3-0, All in Favor**

- **E-Alerts:** Rich Zacher reminded people that all Town meeting notices, and other important information can be found both on the Town’s website and in the kiosk outside the Town Offices. If people would like to be alerted to items as they are posted, they should visit the website and sign up for e-alerts for any topic, department, commission, or board they choose to receive.

- **Treasurer:** Joanne Dolbear presented the biweekly manifest, totaling \$98, 837.54. Ed Gauthier motioned to approve the manifest as presented. Rich Zacher seconded. **Vote 3-0, All in favor**

The next Selectmen’s meeting will be held on April 2, 2024 6:00 pm at the Brookfield Town Offices.

Meeting adjourned 7:00 pm by Richard Zacher.

These minutes respectfully submitted by Administrative Assistant Leah Gage

Minutes Approved on (date):

Richard Zacher: _____

Ed Gauthier: _____

Brian Robischeau: _____