



Town of Brookfield
Board of Selectmen Meeting
February 20, 2024

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

Also Present: Abigail Root, Secretary; Leah Gage, Admin Assistant; Chris Kinville, Road Agent; Kate Kinville, Deputy Treasurer, Ed Comeau, Videographer

Members of the Public: Mark Stengle

Meeting called to order at 6:00 pm by Chair Rich Zacher

Pledge of Allegiance

Public Comments - Mark Stengle of 4 Palmer Drive asked about an abandoned car on Palmer Drive that is protruding into the street and which he said has been there since Christmas. Selectman Zacher said there is nothing the Town can do to investigate and/or remove the car until the snow melts, at which point the Town will look up the car's VIN # and attempt to contact the owner.

Heritage Commission Donation: Deputy Treasurer Kate Kinville presented a \$25 check from Bertie Holland to be donated to the Heritage Commission.

Ed Gauthier motioned to accept the \$25 donation for the Heritage Commission, with the funds to be added to the Heritage Commission Trust account. Brian Robisneau seconded. **Vote 3-0, All in favor**

New Administrative Assistant Office Hours: Leah Gage is the new Administrative Assistant, taking over the position from Cassandra Rodil. Leah's office hours will be Mondays, Wednesdays and Fridays 10 am – 1 pm, with possible adjustment of those hours in the future. Any changes in hours will be posted and announced ahead of time.

Approval of Minutes: Minutes from the February 6, 2024 Selectmen's meeting were presented as written by Minutes Secretary Abby Root.

Ed Gauthier motioned to accept the minutes as presented. Rich Zacher seconded. **Vote 3-0 All in Favor**

REPORTS FROM TOWN OFFICIALS:

- **Road Agent:** Chris Kinville will post Town roads on February 26 with weight limit warnings for the spring thaw.
- **Treasurer:** Two manifests were presented, the first totaling \$7712.99 and the second totaling \$1390.60. Ed Gauthier motioned to approve manifests 1 and 2 as presented. Brian Robisneau seconded. **Vote 3-0, All in favor**
- **Conservation/Heritage Joint Meeting:** Ed Gauthier described the first joint meeting of the two commissions, and their general plans for the Town Preserve. The two groups will work together to clean up areas around the inn cellar hole, barns, cemetery and other historically relevant sites within the Town Preserve. Jan Ledbetter and Leah Gage will work under Project Manager Bob Servacek to document,

catalog and remove any artifacts found in and around the sites, which will be temporarily stored in the office in the Town House. Invasive plants will be removed using best known practices. Current trails will be better marked and cleaned up, while new trails will be blazed. The two Commissions are aware that the work will be extensive and will most likely take years before completion, but once complete the commissions foresee the area becoming Brookfield’s “Crown Jewel”. The commissions will meet on-site in April to begin planning the work schedule.

Voting Booth Discussion: Rich explained that State voting laws require towns to have 1 booth per 100 registered voters. Brookfield now has 600+ registered voters. Current Town booths are in need of replacement. The NH Secretary of State has two approved booth designs: the one the Town currently uses, and a different “pod” type. Town Clerk Karen Servacek received an invitation for Brookfield’s Selectmen to tour Farmington’s “pod” booths on March 11, the day before our Town elections. Ed Gauthier asked if we’d need to have new booths in place for Town elections. Rich Zacher said that it’s the national, presidential elections that Brookfield would need the new booths for. He went on to explain that if Brookfield is still using the old booths by the time of the presidential election, then the State Elections Auditor would most likely write up the Town for non-compliance.

No vote was taken. The Selectmen will visit Farmington to tour voting booths on March 11.

2023 Annual Report: Kate Kinville presented the completed 2023 Annual Reports, to be posted to the Town website by March 1, and which were to be made available for residents to pick up at the Town Office.

Carroll County Report: Ed Comeau, who records County Commission meetings, reported that there was no county tax increase for the ‘24/’25 fiscal year because part of the county’s Undesignated Funds balance was used to pay the rate down to \$0.

Non-Public Meeting: A non-public Selectmen’s meeting will be held on Thursday February 22 at 2 pm at the Town Office to discuss personnel (RSA 91-A:3 II (a), (b)), and to review non-public minutes for unsealing (RSA 91-A:3 II (m)).

The next Selectmen meeting will be held on March 5, 2024 6:00 pm.

Meeting adjourned 6:21 pm by Richard Zacher.

These minutes respectfully submitted by Administrative Assistant Leah Gage

Minutes Approved on (date): _____

Richard Zacher: _____

Ed Gauthier: _____

Brian Robischeau: _____