



SELECTMEN'S MEETING MINUTES

March 28, 2017

Meeting called to order at 6:30pm.

ATTENDANCE: Selectman Rich Zacher, Selectman Rick Surette, Laurie Champy, Marilou MacLean, Ed Comeau, Diana Peckham, Rose Zacher, Dianne Smith, Tom Hill

Selectman Zacher extended a warm welcome to newly elected Selectman, Rick Surette.

- **Treasurer:** Marilou MacLean gave account balances.

Marilou stated in addition to the regular bills the Town will pay the school district in excess of \$315,000, due by June, and the Town of Wakefield in excess of \$140,000.

Marilou presented 2 documents for the Selectmen to review and sign. The first was a Delegation of Deposit Authority which would allow for the Tax Collector, Deputy Tax Collector, Town Clerk and Deputy Town Clerk to make deposits as necessary. This form was previously signed in 2014; it is required to be updated whenever there is a change of Selectmen. The second document presented was a Delegation of Reconciliation Authority; in anticipation of having a town employee review the Town's bank accounts on a monthly basis. Selectman Zacher requested that Marilou send both forms in Word document format. The Selectmen will review both documents. No decision made.

Marilou will obtain signature cards from the bank for Selectman Surette to sign.

Marilou stated she continues to work on the MS-535 and has a call in to Michelle Clark.

- **Tax Collector:** Diana Peckham provided information on the 5 properties that are due for deeding in April. She stated that the 2 properties that have an agreement with the Town have remained current. The Selectmen will review and determine if they will authorize any deed waivers.

Diana stated a new heir has been discovered for Map 4 Lot 17. Selectman Zacher will call the attorney for advisement on how to proceed with this information.

Diana expressed interest in the Newsletter being sent out with the summer tax bill rather than with the winter billing. She offered to work with Martha Pike, a Brookfield resident, and provide an article for submission on

the origination of the Newsletter. The Selectmen agreed to issue a Newsletter this summer and asked Laurie to send an email to the various Boards and Departments requesting participation.

- **Administrative Assistant:** Laurie Champy stated that she is updating the website with information pertaining to the changes resulting from the recent election.

Laurie stated she will be calling the Security Company and updating their contact list by adding Selectman Surette and removing prior Selectman Bill Nelson.

- **Planning Board:** Ed Comeau reviewed the election results that impacted the Planning Board; Steven Bailey was elected as a new member, David Champy II is the new Chairman, and Rob Collins is the new Vice Chair.

Ed stated that they worked on 2 orders of business at their recent meeting. One pertaining to whether or not it should be a prerequisite that all taxes be paid prior to approval of subdivision. Secondly, they discussed the passing of a house bill that should provide clarity regarding ADU's.

The Planning Board does have a member opening that they are seeking to fill. This opening was created when Rick Surette resigned, as required, due to being elected as a Selectman.

- **Conservation Commission:** The Conservation Commission also has an opening they are seeking to fill. Please consider attending their meetings on the first Wednesday of each month.

Tom Hill mentioned the need for communication between Brookfield and the Transfer Station for arrangements to be made for the disposal of bulk waste items that may result from the upcoming roadside cleanup day. Selectman Zacher suggested speaking with the Town Administrator in Wakefield; he believes there is a form on file that can be referenced. The roadside cleanup day will be immediately following the Selectmen's breakfast that will be provided on Saturday, April 22 from 8a-10a, at the Town House Building.

- **Heritage Commission:** Marilou stated the Heritage Commission plans to begin meeting again in April. They will work on setting a date for the Annual BBQ.
- **Cemetery Trustees:** Tom Hill presented a request to appoint Craig Evans as an alternate member.

MOTION: Selectman Zacher made a motion to approve Craig Evans as an alternate member to the Cemetery Trustees, Selectman Surette seconded, all in favor, motion carries.

- **Public Comments:** Ed Comeau received confirmation when he asked if all parties that handled money were bonded.
- **New Business:** The Selectmen reviewed and initialed all approved invoices.

MOTION: Selectman Zacher made a motion to pay all bills that were initialed tonight. Selectman Surette seconded, all in favor, motion carries.

- **Correspondence:** Selectman Surette reviewed a letter received about changing the name of a private road; currently known as Meade Dam Road changing to be known as Cate's Lane. Selectman Surette will be calling the attorney to ensure all regulations have been followed.

Correspondence was received from the Department of Transportation questioning if any new roads or existing roads changed to Class VI. The Selectmen will forward this to the Road Agent for completion.

A letter of request for purchase of Map 18 Lot 3 was received. This parcel is Town owned. Selectman Zacher will call the attorney and question determination of value and appropriate charges.

Meeting adjourned at 7:33pm.

The next regular scheduled Board of Selectmen meeting is April 11, at 6:30pm at the Town Office building.

Respectfully submitted,

Laurie M. Champy
Administrative Assistant