



SELECTMEN'S MEETING MINUTES

April 11, 2017

Meeting called to order at 6:30pm.

ATTENDANCE: Selectman Rich Zacher, Selectman Brian Robischeau, Selectman Rick Surette, Laurie Champy, Ed Nason, Ed Comeau, Dianne Smith, Brad Williamson, Tom Hill, Rose Zacher, Diana Peckham

- **Scheduled Speaker:** Brad Williamson spoke about his opinion regarding the request that was voiced at Town Meeting upon approval of the \$7,500 forestry budget. It was requested by voters that a citizen's committee be formed to assist in the decision process for equipment purchases; Mr. Williamson does not feel this is necessary. The Selectmen suggested that the request for a committee may be satisfied by offering a presentation of proposed purchases and from sharing how the equipment would be utilized. There will be a presentation at the Town Office building made by Mr. Williamson at 6pm on Tuesday, April 25, prior to the Board of Selectmen meeting.
- **Forest Fire Warden:** Brad Williamson stated that burn permits would be required as of tomorrow.

Mr. Williamson stated that he anticipates the Forestry truck will be in service as of Thursday.

- **Approval of Minutes:**

***MOTION:** Selectman Robischeau made a motion to accept meeting minutes from February 28, 2017 as drafted. Selectman Zacher seconded, Selectman Surette abstained, all in favor, motion carries.*

***MOTION:** Selectman Robischeau made a motion to accept meeting minutes from March 06, 2017 as drafted, and to include amending to read Selectman Brian Robischeau attended via phone in the Attendance section. Selectman Zacher seconded, Selectman Surette abstained, all in favor, motion carries.*

NOTE: Minutes from March 06, 2017 amended in Attendance section to include "Selectman Brian Robischeau attended via phone".

***MOTION:** Selectman Robischeau made a motion to accept meeting minutes from March 18, 2017 as drafted. Selectman Zacher seconded, Selectman Surette abstained, all in favor, motion carries.*

MOTION: Selectman Zacher made a motion to accept meeting minutes from March 28, 2017 as drafted. Selectman Surette seconded, Selectman Robischeau abstained, all in favor, motion carries.

- **Public Comments:** Ed Comeau asked if Brookfield has a procurement policy, to which Selectman Zacher replied no. Selectman Zacher did provide a review of the typical procedure of obtaining multiple proposals prior to making a large purchase or choosing a vendor for services.

Dianne Smith asked about the use of Purchase Orders as this term was used earlier by Mr. Williamson when asking about the best method for making purchases. Selectman Zacher offered explanation of the process used to make a typical office material or equipment purchase.

The 3 motions below were made following discussion on the reorganization of the Board.

MOTION: Selectman Surette made a motion for Selectman Zacher to be Chair for 2017, Selectman Robischeau seconded, all in favor, motion carries.

MOTION: Selectman Zacher made a motion for Selectman Robischeau to be Vice Chair for 2017, Selectman Surette seconded, all in favor, motion carries.

MOTION: Selectman Zacher made a motion for Selectman Surette to be ex-officio member for the Planning Board, Selectman Robischeau seconded, all in favor, motion carries.

- **Treasurer:** Marilou MacLean was not in attendance. After reviewing the previously provided documents by the Treasurer, the following motions were made.

MOTION: Selectman Zacher made a motion to approve the Delegation of Deposit Authority, Selectman Robischeau seconded, all in favor, motion carries.

MOTION: Selectman Zacher made a motion to approve the Delegation of Reconciliation Authority, Selectman Robischeau seconded, all in favor, motion carries.

A public comment was allowed by the Board. Dianne Smith referenced RSA 32:8 and stated she had concerns that the approval just motioned by the Selectmen was not appropriate. She also voiced concerns about making process changes prior to the CPA firm beginning their review. Selectman Zacher thanked her for her comments.

- **Tax Collector:** Diana Peckham presented information on five properties that required deeding. The Selectmen signed deed waivers on two of the five properties as they have remained in good standing on the contracts they have with the Town. The Selectmen also signed deed waivers on the remaining three properties, for varying reasons, these waivers are only valid until May 31.
- **Administrative Assistant:** Laurie Champy stated that she sent out email to departments and committees requesting input for the spring Newsletter.

Laurie stated she called Virtual Town Hall, the Town's website hosting company, and spoke with them about coming to a future Selectmen's meeting to provide information on cost, as well as advantages of upgrading

to their newest version. As requested by the Selectmen, Laurie will inquire about their availability for attending the May 23 BOS meeting.

- **Planning Board:** Ed Comeau stated the Planning Board will be meeting on Thursday, April 20, at 6:30pm at the Town Office Building.
- **Road Agent:** Ed Nason stated he will be removing plowing equipment. He is anticipating beginning grading on the dirt roads.

When asked by the Selectmen for an update on the Moose Mountain Road bridge project, Ed Nason stated he will be prepared to supply numbers and information at the next BOS meeting.

There was discussion about the road layout markings made last fall on Brice Drive. The Selectmen will be meeting with the road agent at the corner of Brice and Palmer Drives on Saturday, April 22 at 10:30am. To ensure proper placement, they will be re-measuring and re-marking for the new road layout.

- **Conservation Commission:** Tom Hill presented a request for the appointment of Bob Nielson as a member with a term expiration of 2020, and requested Frank Frazier be appointed an Alternate member, both effective immediately.

***MOTION:** Selectman Surette made a motion to approve the appointments, Selectman Robischoeu seconded, all in favor, motion carries.*

Tom Hill requested the Selectmen review the presented suggested rules from the Commission for the newly acquired land. No action taken. This will be on the agenda for the next BOS meeting.

Tom reminded everyone there will be a roadside cleanup day on Saturday, April 22 immediately following the Selectmen's breakfast. There will be a vehicle on site at the Townhouse for the collection of waste.

- **Heritage Commission:** Selectman Robischoeu stated their meeting was postponed.
- **Cemetery Trustees:** Tom Hill stated they will be meeting Thursday, April 13 at 7pm in the Schoolhouse.
- **Old Business:** Selectman Surette spoke with the attorney and provided an update on the process of changing the name of a Private Rd. He stated all residents of the road must agree on the name change, the residents need to purchase the new road name sign, and forms of notification will need to be filed appropriately. There were no objects raised to the proposed road name change.

The Selectmen will be preparing and serving breakfast in the Townhouse on Saturday, April 22 from 8a-10a. They will be offering pancakes, maple syrup, sausage, coffee and juice. The town roadside cleanup will immediately follow.

- **New Business:** There was discussion of forming a new committee to aid in the understanding of costs associated with services received from outside towns. Selectman Zacher stated he was aware of at least one person, Rob Collins, that was willing to participate in this committee. Selectman Surette offered to be the

Selectmen's Rep; Dianne Smith also offered to be involved. Selectman Surette will call Dianne Smith and Rob Collins to schedule the first meeting.

Selectman Zacher stated he is still waiting for the proposal for the Town Office building roof work.

Following discussion of the poorly placed, newly installed telephone pole on Moose Mountain Road, Ed Nason stated he will address the issue.

The Selectmen reviewed and initialed all approved invoices.

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

Meeting adjourned at 7:48pm.

The next regular scheduled Selectmen's meeting is April 25 at 6:30pm at the Town Office building. There is a special Board of Selectmen meeting scheduled at the corner of Brice Drive and Palmer Drives on Saturday, April 22 at 10:30am.

Respectfully submitted,

Laurie M. Champy
Administrative Assistant