



**TOWN OF BROOKFIELD, NEW HAMPSHIRE
OFFICE OF SELECT BOARD
267 Wentworth Road
Brookfield, N.H. 03872
609-522-3688**

Select Board Meeting Minutes
July 7, 2026

The regular meeting of the Brookfield Select Board was called to order at 6:00 pm by Board Chair, Richard Zacher at the Town Offices.

Members Present:

Chair: Richard Zacher
Vice Chair: Austin Fifield
Jan Ledbetter

Public Present:

Steve Patriquin
Stacy Long
Hon. Ed Comeau
Rob Collins

Other Officials Present:

Treasurer: Joanne Dolbear
Deputy Treasurer: Kate Kinville
Road Agent: Chris Kinville
Heritage Commission Chair: Bob Servacek
Tax Collector: Rose Zacher
Trustee of Trust funds: Meg Ingalls
Cemetery Trustee: Roberta Holland

Select Board Assistant:

Kate Kinville

Recording Secretary:

Hon. Ed Comeau, GovernmentOversite.com LLC A.I. Data Collection Technologies

Public Input

Rob Collins (260 Stoneham Road) praised the road agent's recent brush clearing along roads, noting it looked "fantastic" and clean, especially his driveway. He raised a concern about possible minor road damage from equipment (shaved section near carport driveway and track/groove marks at edges).

He requested the board ensure quality work if similar clearing occurs town-wide. Collins also gave advance notice that he plans to submit a home business application soon (hoping before the next meeting) and is open to it being placed on a public agenda for review.

Richard Zacher said the board would look into the road damage issue and described the standard process for home business applications (accept, review, then determine follow-up). Collins offered to address any board concerns in his submission.

Public Input

Stacy Long (Governor's Road, resident >15 years, three children ages 6–11) proposed exploring a formal partnership with Wakefield Parks & Rec. so Brookfield families receive resident-level access and priority registration. She noted many Brookfield families already use Wakefield programs, the Gaffney Library, transfer station, and emergency services.

Wakefield offers in-house youth sports, fireworks, and community events that differ from Wolfeboro's mostly private/non-profit programs. Long volunteered to help make connections and gather details. She tied the idea to the master plan goal of attracting/retaining families.

Richard Zacher committed to taking an action item to discuss partnership options and costs with Wakefield.

Approval of Meeting Minutes – June 25, 2026 (Public and Non-Public)

The board reviewed and approved the public and non-public minutes from the June 25, 2026 meeting (non-public session covered security).

- **Motion:** Jan Ledbetter – Approve the public and non-public minutes from June 25, 2026.
- **Second:** Austin Fifield
- **Vote:** Zacher: Aye / Fifield: Abstain (was not present at the June 25 meeting) / Ledbetter: Aye
- Passed 2-0 with 1 abstention

Meeting Minutes – June 16, 2026 (Deferred)

The June 16, 2026 meeting minutes were not reviewed or approved. The board decided to hold them until the next meeting because not all members had read them.

Department Review: Heritage Commission – New Member Appointment

Bob Servacek (Heritage Commission Chair) requested approval of Brian Robischeau as an alternate member (term expiring 2027). This would bring the commission to 10 total members (7 core + 3 alternates). Servacek also reported the July 4th program was successful and the next event is the annual ice cream social on August 15 at 2:00 p.m. in the townhouse. Richard Zacher requested that future project/work program updates be shared with the select board and the public.

- **Motion:** Richard Zacher – Appoint Brian Robischeau as alternate member of the Heritage Commission with term expiring 2027.
- **Second:** Jan Ledbetter
- **Vote:** Zacher: Aye / Fifield: Aye / Ledbetter: Aye
- Passed unanimously (3-0)

Department Review: Trustees of Trust Funds & Gaffney Library Updates

Meg Ingalls announced the Trustees of Trust Funds meeting on Thursday, July 16 at 4:30 p.m. in the townhouse (public meeting).

She highlighted Gaffney Library summer programs for kids, teens, and adults (summer reading), a popular tie-dye community event on August 1, and the “Art at the Gaffney” exhibit running through August 15 featuring over 90 local artists (many from Brookfield) with raffle tickets available.

Department Review: Tax Collector Report

Rose Zacher reported as of July 2: approximately 16% of July bills outstanding (roughly 10% in some categories), 57 property owners with overdue taxes, and total outstanding taxes of \$274,699.10 (includes two timber bills not yet due; overdue amount slightly lower). Normal steady-state outstanding is around \$150,000. The town must cover shortfalls via fund balance to pay school and county obligations. Online property tax payment system is nearly ready (one final fix pending, hoped for this week). Website shows some escrow payments as still outstanding due to a link/kiosk issue that will be resolved with new software.

Department Review: Road Agent Report

Chris Kinville reported ongoing mowing of road sides. Some residents are happy with the work; others are not. He invited anyone with questions or concerns to contact him directly so he can meet on-site and explain the work.

Treasurer Report / Donation Acceptance

Joanne Dolbear reported an anonymous donation of \$1,010 designated for the flagpole at the Hackett site.

- **Motion:** Richard Zacher – Accept the \$1,010 anonymous donation for the flagpole at the Hackett site and deposit it into the Heritage account.
- **Second:** Jan Ledbetter
- **Vote:** Zacher: Aye / Fifield: Aye / Ledbetter: Aye
- Passed unanimously (3-0)

Announcements – Virginia McGinley Road Dedication Ceremony

Richard Zacher announced a brief dedication ceremony on Thursday, July 9 at 11:00 a.m. at the corner of McGinley Road (formerly Tucker Road on the near side of the bridge) to honor Virginia McGinley and thank her family. A new street sign will be dedicated.

Old Business: Review of Old Ordinances Found in Vault

The Select Board continued its ongoing project to review and clean up old ordinances that had been discovered stored in the town vault. To move the work forward, the board scheduled a dedicated public working session for Tuesday, July 14, at 6:00 p.m. The session will focus specifically on deciding whether to update or formally rescind various outdated ordinances. During the meeting, Hon. Ed Comeau, 212 Stoneham Road, raised several questions about the legal standing and enforcement of these older rules.

Old Business: Review of Old Ordinances Found in Vault (Continued)

He asked whether ordinances originally created by the Select Board require a town meeting vote to be enacted or repealed. He also questioned who would have authority to enforce them—the Select Board or the police. It was noted that many of the old ordinances lack clear remedies or penalties. As one example, the board discussed a noise ordinance from the 1970s or 1980s that mainly addressed the burning of rubber on roads, which members now consider obsolete.

Old Business: Private Road Construction Policy (Non-Subdivision)

Jan Ledbetter reported she is updating the private road construction specifications for non-subdivision roads by importing standards from the existing subdivision policy. The draft will be ready for review by the town's attorney's office this week.

Old Business: Garage Project Update

Austin Fifield reported meeting with two new contractors; cost estimates are expected by the end of the week.

Old Business: Acoustics Project Update

Jan Ledbetter reported receipt of acoustic tile samples for the townhouse ceiling, order confirmation, and project information. Architectural drawings are due by July 17. She requested Chris Kinville's assistance with shipping details and availability of a forklift or lull. The down-payment invoice has already been paid and should be matched with records for Joanne Dolbear.

Old Business: ADA Ramp Project (Churchill Schoolhouse)

Jan Ledbetter reported the Joint Loss Management Committee survey identified the aging ADA ramp at the back of the schoolhouse as the top safety concern. She met with Level Ramping Solutions to discuss a redesigned, more up-to-date configuration. One section is at a 4.8° angle (code-compliant); the other is gentler at 4.4°. Chris Kinville's input on road and driveway leveling is needed before final design. The project will likely require a warrant article in the fall budget process. At least two additional vendors will be solicited for comparison.

Old Business: Winter Salt/Sand Policy

Richard Zacher noted that last year's winter policy for salt and sand distribution from the town salt shed will be placed on the agenda for discussion in two weeks. Public feedback is invited before or at that meeting.

Old Business: Moose Mountain Bridge Update

Abutter notification letters have been sent. Richard Zacher observed vehicles parked at the site yesterday, likely a surveying crew working in the woods.

Old Business: New Hampshire Electric Co-op Herbicide Application

NH Electric Co-op completed spring herbicide application on scenic roads after being provided the town's scenic roads list.

Old Business: Heritage Commission Ice Cream Social Date Change

The Heritage Commission changed its ice cream social from the originally planned date to Friday, August 14 (setup) and Saturday, August 15 (event) to accommodate a NH State Police Academy graduation celebration conflict in the townhouse. Bob Servacek confirmed the move was made to allow the other event.

Bills / Manifest Approval

Payroll: \$2,194.20

Payroll taxes: \$456.80

Bartlett Tree Experts (cemetery work): \$200.00

CAI Technologies (quarterly tax maintenance): \$350.00

Carroll County Registry of Deeds: \$11.56

Carroll County Registry of Deeds: \$12.78

CMP Home & Property (cemetery mowing): \$367.50

Consolidated Communications: \$142.78

Department of Agriculture – Animal Population Control Program: \$474.25

Eversource (electric): \$26.58

Eversource (electric): \$157.03

Jeff Greenhalgh: \$108.34

Joanne Dolbear (paper towels for bathroom): \$34.70

Karen Servacek (bottled water): \$11.34

Karen Servacek (postage): \$26.22

Kinville Construction (multiple payments): \$1,785.00

Kinville Construction: \$3,540.00

Kinville Construction: \$5,325.00

Kinville Construction: \$6,120.00

Longmeadow Farm & Home Supply (front door keys): \$4.77

MariLou MacLean (Heritage Fund reimbursement – sweatshirts): \$630.50

Mitchell Municipal (2 invoices): \$380.00 + \$51.00

State of New Hampshire – Vital Records: \$56.00

Plodzik & Sanderson (final audit bill): \$3,300.00

Richard Zacher (new lock for front door): \$135.15

TW Excavating (gravel): \$1,876.00

- **Motion:** Richard Zacher – Pay the bills as read in the amount of \$27,777.50
- **Second:** Austin Fifield
- **Vote:** Zacher: Aye / Fifield: Aye / Ledbetter: Aye
- Passed unanimously (3-0)

Note: Payroll/Payroll taxes: \$2,651.00 + Manifest items: \$25,126.50 = \$27,777.50

Other Business: New Select Board Assistant

Richard Zacher announced that Kate Kinville will begin as the new Select Board Assistant in one week.

Other Business: Fiber Optic / Internet Infrastructure Update

Richard Zacher reported Consolidated Communications (Fidium) is actively installing fiber backbone; work is on pace to finish by end of August, after which house hookups/modules will begin. Service will be available wherever telephone service previously existed, giving residents an internet choice. The copper phone system is expected to be phased out over time.

Adjournment

The meeting was adjourned at 6:36 p.m. Post-Meeting Discussions

- **Acoustic Tile Delivery Logistics:** Discussed delivery arrangements for the acoustic tiles. Noted that the townhouse has no loading dock. Ed Comeau offered to assist with unloading. They discussed the need for a teamster/driver and 24-hour advance notice for delivery.
- **Land Posting and Current Use Taxation:** Discussed issues related to land posting for hunting and enforcement of current-use / open-space tax status. Topics included state tax rates, potential legislation, involvement of Fish & Game, and the legal requirements for proper posting (must be visible from the road with correct signage and contact information).
- **Meeting Minutes Review and Approval Process:** Reviewed the workflow for editing and approving meeting minutes with recording secretary Hon. Ed Comeau. Covered the corrections process, version control, sending the final copy to Kate Kinville for posting and archiving, and the requirement to seal non-public minutes for five years before archiving.
- **Cybersecurity Reminder:** Reminded attendees not to use thumb drives on town computers due to security risks.
- **Master Plan Public Hearing:** Noted that the Master Plan public hearing is scheduled for Monday.
- **Municipal Building Use Forms:** Discussed updates needed to the municipal building use forms, particularly regarding insurance requirements.
- **Follow-Up Items Organization:** Sorted and organized various follow-up items into a dedicated folder for easier tracking.

Respectfully submitted,

Hon. Ed Comeau, GovernmentOversite.com LLC – A.I. Data Collection Technologies

(Chair) Richard Zacher