TOWN OF BROOKFIELD, NEW HAMPSHIRE
OFFICE OF THE SELECT BOARD
267 Wentworth Road
Brookfield, N.H. 03872
603-522-3688

July 14, 2026

Select Board Working Session

Attendance: Rich Zacher, Austin Fifield, Jan Ledbetter

Attendance by the Public: Steve Patriquin

Meeting Summary

The meeting focused on reviewing the Town's ordinances and policies to identify those requiring updates, revisions, or repeal. The Select Board (SB) reviewed a matrix of existing ordinances and discussed several that are outdated.

The SB discussed reorganizing policies on the Town website to improve accessibility for both the public and Town staff. Policies will be organized into a minimum of two categories:

a. **Town Policies** – Public-facing administrative and operational policies.
b. **Personnel Policies** – Employee-related policies and procedures.

The SB also reviewed several policies requiring updates or signed copies, including the Town House Utilization Policy, Municipal Fee Schedule, and various administrative policies.

The SB also agreed to review the Floodplain Development Ordinance to determine whether updates are necessary.

Department heads will be asked to review and submit updated fee schedules so that a comprehensive fee review can be completed so a public hearing can be held in August.

The Board will recommend **REPEALING** the following outdated ordinances, subject to the public hearing process:

a. **Public Nuisance and Abatement Ordinance (1979)** – Not enforced; no remedies
b. **Timber and Wood Cutting Operations Regulation (2010)** – Town follows NH State regulations
c. **Street Numbering Ordinance (1994)** – Town follows 911 Emergency Services regulations
d. **Vehicle Weights Upon Brookfield Public Streets (1986)** – Not enforced; no remedies

A separate working session will be scheduled asap to review the Town's Personnel Policies.

Once the draft of SB Rules of Procedure (ROP) is edited and approved at future SB meeting, it will be posted on the SB landing page.

Action Items

Rich

- Compile the list of ordinances and resolutions to present to the Select Board for a public hearing.

- Request updated fee schedules from all departments by a specified deadline in preparation for an public hearing in August.
- Review the Floodplain Development Ordinance with Planning Board.
- Discuss the draft Private Road for Non-Developed Property Policy with Town Counsel.

Austin

- Contact neighboring municipalities to determine how they administer Class VI Road waivers.
- Send the garage door sketch and specifications to Jan.

Jan

- Develop a proposed framework for the ordinance review process and distribute it to the Select Board prior to scheduling the public hearing.
- Schedule working session with Joanne Dolbear to review Brookfield Employee Handbook draft.
- Consult with Joanne regarding Primex liability insurance guidance for Temporary Event Permit application, including those events held on Town property.
- Coordinate with Kate Kinville to update the Temporary Event Application by removing Ed Gauthier's name and updating insurance requirements (after above is determined).
- Work with the Town Archivist to locate signed copies of policies currently on the Town website (that are posted and unsigned)
- Unrelated to ordinances but discussed: Prepare a preliminary plan for the ADA ramp project, for budgeting purposes including the revised garage door dimensions and entry door location, once specifications are received from Austin.

This working session was for organizing and planning purposes only. No decisions or formal actions were taken.

Recording Secretary: Jan Ledbetter

Rich Zacher, Select Board Chair_____

Austin Fifield, Select Board Vice Chair_____

Jan Ledbetter, Member _____