

**Town of Brookfield
267 Wentworth Road
Brookfield, NH 03872**

**SELECTMEN'S MEETING MINUTES
November 10, 2009**

Attendance: Chairman Clifton Camp, Craig Evans and Ernie Brown
Staff: Ed Nason CEO, Pam Frazier Assessor Clerk, Marilou Maclean Treasurer, Dick Peckham Moderator, Jennifer Sonricker Admin. Assistant
Public in attendance: 6
Special Guest: Ethan Hipple, Director Wolfeboro Parks and Recreation

The meeting was called to order by Clifton Camp at 6:30 p.m. Dick Peckham led us in the pledge of allegiance.

Approval of Minutes: Review of minutes from October 27, 2009 meeting.

MOTION: Craig moved to accept the minutes from October 27, 2009 as submitted, seconded by Ernie. A vote was taken, Craig and Ernie in favor, Clifton abstained. Motion Carries.

Public Comments:

Dick Peckham submitted a resignation letter from George Blomster as Assistant Town Moderator. He has spoken with Bob Russo as a possible replacement. Bob has expressed an interest in being the Assistant Moderator but is unlikely to run for Moderator. A new Assistant Town Moderator will be appointed for March Town Meeting. Dick requested the location of 2008 town reports; he has been unable to locate them. Craig will check the vault.

Wolfeboro Park and Recreation Department:

Ethan Hipple, Director of Wolfeboro Parks and Recreation presented a proposal that would allow the residents of Brookfield to pay the same fee as Wolfeboro and Tuftonboro residents and receive resident priority for programs. The proposal would first have to be approved by the Town of Brookfield and then by the Wolfeboro Selectmen. The hope is this would allow more children and adults from Brookfield to become more involved in the Wolfeboro Parks and Recreation programs. Ethan explained that none of the programs are designed to be self-supporting; the remainder is covered by Wolfeboro tax payers. The Town of Tuftonboro makes a yearly \$15,000 grant to the Town of Wolfeboro to offset the cost; this equates to ~\$7.00/resident. A similar proposal is suggested for Brookfield. Based on 2000 Census population numbers the cost to Brookfield would be approximately \$4500. Adult program offerings were discussed; programs such as adult softball, quilting retreats, Pop Whalen Ice Arena and Abenaki Ski Area are all offered to adults. There are plans to offer more adult programs in the future. Several residents with children who use the programs spoke in support of this proposal. Several letters of support from Brookfield residents were also submitted with the proposal. Craig proposed discussing this at the next budget meeting to determine how to propose this to the people. The time frame for implementation was questioned; Ethan explained that once approved by all parties the proposal could be implemented at any time. A request was made to have program guides available at the Town Office Building and a link to Wolfeboro Parks and Recreation website added to our website. The Board of Selectmen thanked Ethan for his presentation.

Report of Town Officials:

Treasurer Marilou presented checks to be signed.

CEO Ed presented intents to cut for map 28 lot 9, map 15 lot 1E and map 4.lots 15&16. The Selectmen signed the intents.

Road Agent **Salt & Sand Barn** – Ed reported the trusses are scheduled to arrive on Thursday. Ground work is 98% complete. He is waiting on a quote for the paving, the amount to be paved will be adjusted

depending on the quote, at a minimum the area within the salt shed, a large apron out front and curb cut (per driveway permit requirement) will be paved. If money allows the entire area from the road to the salt shed will be paved including the loading ramp. Plans for electric were discussed; a new meter off from the street will be installed, there will be several utility outlets on the outside of the building and interior and exterior flood lights. The salt shed will not be hooked up to the Town's standby generator, Ed explained that if power is lost the light from the vehicles is to load sand/salt into the trucks. Concerns over salt shed expenses discussed, the cost is already reaching the approved expenditures without paving and electric. If necessary he could take part of paving out of his budget

Lyford Road – The work is complete besides the paving, paving will occur when the salt shed is paved. Instead of cutting the hill down the gully was filled in.

Pleasant Valley Road – The work is done with exception of gravel being added to the side of the pavement, this should be completed by the end of next week.

Road Signs – The road signs and posts have been picked up. They will be installed when Pleasant Valley Road work is complete.

Other – Condition of sanders questioned. Ed explained a cable needs to be installed on the large sander to support the grates, besides this they are ready for operation. Status of Lyford Road traffic count report questioned; Ed has not picked it up, Craig will request a copy of the report from the Wakefield PD. Maintenance log book for town truck discussed. Ed was requested to keep a log book in the CEO office with maintenance details on town truck and to keep a drivers log book in the truck. Anyone using the truck should log their name and the date and time of use in the book. Clifton questioned if the hill on Tumbledown Dick Road will have gravel put down, Ed explained this is still planned.

Old Business

Ron Jenkins- Timbering of Town owned property - Ernie reported that Mr. Jenkins has decided not to pursue timbering the property, he will continue with agreement for planned payments.

Avitar Contract – The Selectmen reviewed the Avitar contract, the contract is only for the last year of the current 5 year contract. Even though we are already have a contract with Avitar, DRA requires another contract be signed for the revaluation phase. DRA's recommendation for a bond discussed, Pam explained that DRA has to recommend the bond, this is to protect the town if the assessing company were to leave mid contract. According to Avitar most towns do not do the bond. Discussions continued. Concerned was raised over additional costs for this contract, Pam explained the contract results in no additional costs, the fee schedule outlined in our current 5 year contract is still in place. Budgeting for the fifth year fee in the future was discussed, the revaluation portion of the contract results in a large fee. A suggestion was made to have a warrant article of \$6,500 or \$7,000 each of the first 4 years to help offset the large fee in the fifth year.

MOTION: Craig moved to not require a bond and notify DRA, and that we sign per DRA requirements, the revaluation agreement, seconded by Ernie. A vote was taken, all in favor. Motion Carried.

Walking Town Property Lines – Ernie spoke with Sherry Bryant about walking the Town property lines; she had expressed an earlier interest of walking the Middleton line with Sang Curtis. At this time she is not interested. Craig looked in the record books and determined it was last walked in 1969. The property line may have been walked at a later time but not recorded. Ernie will talk with Nate Fogg and Robin, Wakefield's Town Administrator regarding this matter.

Video Taping Public Meetings – Craig reported on question of Wakefield regarding the taping of their meetings, currently it is an all volunteer initiative. It appears Time Warner has an agreement with the town resulting in no cost to them; the cost for the broadcast is passed on to the customers. Craig suggests tabling this for a year. Clifton supports the proposal if a public station is willing to tape and broadcast with no cost to the town. No other action was taken regarding this matter.

Electronic Email List – Jim Murfey reviewed a utility he is implementing that would allow individuals to sign up to receive email regarding upcoming town news, meetings and events. The utility is free if there are <500 subscribers and < 3000 emails sent per month. Initial tests were successful. There are many options available; subscribers can sign up to receive only certain information or all information. The Selectmen discussed the options and requested it be kept general for now giving subscribers on the ability to sign up for all information. This can be revisited in a few months after having a few months and changed if necessary. Jim will move forward with the implementation. A link to subscribe will be added to the town website.

Assessor Clerk Office Hours – Pam had previously requested changing her office hours to Wednesday mornings from 8 – Noon. The benefits of changing discussed, they included being more in line with DRA and Avitar hours for when calls are required. Craig and Ernie expressed no issues with the request; Ernie requested the change occur in the New Year. Clifton questioned an hour each week being set aside for non-public work; he thought Pam was scheduled for 5 hours a week with one of those hours at the beginning or end of the day being for non-public work only. Currently Pam is scheduled for 4 hours each week. Clifton will look back through old minutes to see when/if the one hour of non-public time was approved. The Selectmen agreed to change Pam’s office hours from 8:00 – Noon beginning January 1st, 2010.

New Business **Setting Town Tax Rate** – Clifton reported that all reports have been submitted and the rate will be set on Friday.

Setting a date for next Budget Workshop & Timber/Wood Cutting Ordinance – The Selectmen will hold the next budget workshop and Timber/Wood Cutting Ordinance meeting on December 5th from 9:00 – Noon.

Extra Hours for Administrative Assistant to File – Craig suggested the Selectmen pay Jennifer from budget line other than Administration for 5-6 hours to develop a master filing system and to file Town Paperwork. The Selectmen discussed further and felt additional time may be needed for this task.

MOTION: Craig made a motion to pay Jennifer up to 10 hours at her current rate for filing by December 31, 2009, seconded by Ernie. A vote was taken, all in favor. Motion Carried.

Heritage Commission/Churchill School House – Marilou requested permission for the Heritage Commission to interact with those holding events in the Town House to ensure the condition of the Churchill School and Town House are maintained. Prior to Old Home Day the Heritage Commission put forth a huge effort to clean and set up the Churchill School House, they would like to protect what has been done. Several suggestions were made including installing a door just past the bathrooms limiting access. Because of the handicap access being located at the back of the School House this is not an option. The Selectmen suggested the Heritage Commission review the current Town House Policy and suggest changes as needed.

Town Mail Mail reviewed. County Tax bill was received. Letter received from Tom Lavender, Chair Trustee of the Trust Funds requesting replacement for Mr. Bowker.

MOTION: Ernie moved to nominate Thomas Giguere to Trustee of the Trust Funds to fill vacancy due to resignation of Mr. Bowker, term to expire at town election in 2011, seconded by Craig. A vote was taken, all in favor. Motion Carried.

Certified letter from Time Warner regarding 2010 rate increases was reviewed.

No new business before the board meeting adjourned at 9:07 pm.

Respectfully submitted,

Jennifer Sonricker
Administrative Assistant