

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

**SELECTMEN'S MEETING MINUTES
January 12, 2010**

Attendance: Ernie Brown, Chairman Clifton Camp & Craig Evans
Staff: Ed Nason CEO, Marilou Maclean Treasurer, Virginia McGinley Town Clerk, Jennifer Sonricker Admin. Assistant and Brad Williamson EMD
Reporter: Heather Terrigni
Public in attendance: 3

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

Approval of Minutes:

Minutes from December 8th meeting reviewed.

MOTION: Craig moved to accept the minutes from December 8, 2009 as written, seconded by Ernie. A vote was taken, all in favor. Motion Carries.

Minutes from December 15th meeting reviewed.

MOTION: Ernie moved to accept the minutes from December 15, 2009 as written, seconded by Clifton. A vote was taken, Craig abstained, all others in favor. Motion Carries.

Public Comments:

There were no public comments.

Relf Fogg – Walking Town Line with Wakefield:

Relf Fogg, Wakefield resident was present to discuss perambulation effort with the town of Wakefield and the intent of sharing this effort with the abutting towns. He referenced RSA 51 and wants to be sure both towns are following the legal requirements. The RSA requires a representative from each town be present during the walking of the town boundaries. Nate Fogg has been hired by the town of Brookfield to do the perambulation of all town lines. In following with the state RSAs Nate Fogg will represent the town of Brookfield and Relf Fogg will represent the town of Wakefield for the Brookfield/Wakefield perambulation effort.

Report of Town Officials:

Town Clerk Virginia provided the Selectmen with a copy of the contract for the new software being purchased by her office for dog licenses & dump permits. She also provided the Selectmen with the 2009 Town Clerks report. She reminded residents that the filing period for town elections begins January 20th and runs through the 29th.

Assessor Clerk Pam provided the Selectmen with 2 LUCT (Land Use Changes Tax) forms requiring the Selectmen's signature. They are for Map 4, Lots 23A & 23B. The property is coming out of current use. Tax on these lots has been charged as though the lots were not in current use for quite some time but after researching the history of these lots it was determined a LUCT was never filed. The value of the lots has been zeroed out only for this LUCT to avoid any charge as this is just a housekeeping issue.

Pam discussed with the Selectmen the 12/6/09 letter she wrote to Ben Bean; the Selectmen signature was required. The letter was with regards to unregistered cars being stored on land that is current use; this is a violation of the current use rules. Pam reminded the Selectmen this is also a violation of our Zoning Ordinance. Pam urged the Selectmen to sign the letter ASAP because of assessing deadline. The letter sets a deadline of April 1st to remedy the issue; this date was

selected because that is the deadline to make any assessing changes for the upcoming year. Clifton expressed concerns over this deadline as it may be hard to remove the cars before this date because of the snow on the ground. After brief discussion the Selectmen signed the letter as written.

Pam addressed the Selectmen regarding the Tri-County bus program. She is the current town representative to this board but is unable to attend meetings because of a conflict with her work schedule. She requested the Selectmen find and appoint a replacement. She feels the program is a huge benefit to the Town and to ensure the town's needs are met we need to have a representative from the town. There are typically 1-2 meetings a month.

Treasurer Marilou presented checks to be signed. She reported December is closed; we ended the year ~\$18,000 under budget. Marilyn Bushman and John Nelson have been contacted regarding the audit; they are new auditors this year and will be encouraged to speak with previous auditors for assistance.

CEO Ed presented two timber permits to the Selectmen for signature (map 28/lot 14 and map 4/lots 15 & 16).

He has issued one building permit for an addition to map 5/lot 3.

Triggered by a residents request Craig questioned whether a driveway permit was issued for Terry Ward's timber cut on Governor's Road. Ed explained a driveway permit was issued by the state. Posting of timber permit was also questioned. Ed explained these are posted by the Forester and are not always easy to find, he will look into it.

Road Agent Ed provided an update on sand/salt supply; to date we are in good shape. Ed reminded residents that the public sand pile is still located behind the Town Office Building.

Ernie is working on the Road Agent Policy.

Pam questioned if the town office parking lot could be a priority to be plowed out as it is the town emergency building. Ed explained that school bus routes and town roads are the priority; the town office building will be plowed when these are complete.

Ed asked the Selectmen for their position on the new town truck. Ernie explained the current truck needs help. Ed reviewed the expenses that have incurred on this truck and does not recommend the town purchase a new truck and believes the voters should be the ones to make the ultimate decision. He explained that a new truck is going to require the same repairs as the current truck as most of the expenses have been wear and tear and these will still be required on a new truck. Ernie explained the purchase a new truck is being presented to the voters as a warrant article; they will be the ones making the decision. Ed suggested a sub-committee be formed to do a feasibility study to determine the best way to proceed; it was reported that the Planning Board has established a CIP (Capital Improvement Plan) sub-committee; they are just getting started and should be able to help out with a feasibility study. Briefly discussed were the possibility of the town getting out of the business of owning their own equipment and the rationale for owning it. No action was taken at this time.

Tax Collector **Title Searches Update** – The Tax Collector was not present but Ernie and Craig have seen the proposal and feel it looks reasonable.

MOTION: Ernie moved to have the Tax Collector use Nancy Dee for title searches, seconded by Craig. A vote was taken, all in favor. Motion Carries.

Pam asked if she could use Ms. Dee as needed for searches, the Selectmen agreed. Regarding Pam providing copies of deeds to the public Craig suggested all deeds be provided with a disclaimer explaining that legal copies must be obtained from registry.

Old Business **Budget** – The Selectmen will hold a budget work session on Tuesday, January 19th at 6:30 PM. Brad was requested to submit budgets from the Road Committee and Fire Warden before December 19th.

Timber Ordinance update – Nothing new to report, Craig needs to contact LGC before moving forward.

Town Warrant – Today is the last day to receive petition warrant article.

Joint Loss Management (JLM) Committee – Marilou reported the JLM report has been filed with the state, we are now in compliance. This report is required every two years.

New Business **Town Book/Reports** – Clifton reminded all departments that reports for the town book are due by January 15th. As in the past Town & Country will do the printing. Quantity to order discussed; last year we ran out of books. Marilou will look to see how many were ordered last year and the quantity may be adjusted up. Clifton questioned the other two Selectmen on who should do the layout of the book, over the past few years Katherine Camp (Clifton's wife) has done this. Katherine has offered to do it again if needed. Craig and Ernie authorize Katherine Camp to do the layout of the town report book.

Selectmen Office Hours – The Selectmen discussed changing their office hours from 10:00 – 2:00 to 8:00 AM - Noon. The Selectmen unanimously agreed to the change. Effective immediately the Selectmen office hours will be from 8:00 AM – Noon on the 1st & 3rd Friday of the month (5th Friday when applicable).

Other – Marilou as chair of the Heritage Commission requested to use the Town House on Saturday, February 13th for a Valentines Breakfast fundraiser to benefit the Heritage Commission. The Selectmen agreed.

Clifton reported there will be a Spaghetti Supper with pot luck desert on Saturday, February 27th at the Town House. The supper will provide the townspeople an opportunity to meet and discuss upcoming town meeting issues.

Frank Frazier report the Agricultural Commission will be hosting a candidates forum at the March 6th Town Coffee.

Clifton presented Doug Vanderpool with a Certificate of Appreciation for his years of service to the town as Fire Warden.

Town Mail Mail reviewed.

No new business before the board meeting adjourned at 8:25 pm.

Respectfully submitted,

Jennifer Sonricker
Administrative Assistant