

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

**SELECTMEN'S MEETING MINUTES
May 25, 2010**

Attendance: Ernie Brown, Clifton Camp & Chairman Craig Evans
Staff: Pam Frazier Assessor Clerk, Marilou MacLean Treasurer, Ed Nason CEO and Jennifer Sonricker Admin. Assistant
Public in attendance: 8
Special Guest: Gary Karp with State of NH, Department of Revenue Administration
Reporter: Heather Terragni

Craig called the meeting to order at 6:30 PM; Ron Fountain led us in the pledge of allegiance.

Presentation and Discussion with Mr. Gary Karp – Brookfield's Representative at the DRA: Mr. Karp presented the guidelines followed by DRA when reviewing towns. He provided the Selectmen with an Assessment Review Packet containing the statutes followed; the town can use this for reference. Exemptions and credits will be reviewed this year; they will be checking to see that those eligible are the ones receiving the benefit. Data accuracy will also be checked, this occurs by reviewing in detail the property record cards for a small number of properties selected by a random computer generated list. Postcards will be mailed to those selected notifying them of the review. DRA is looking for 80% of the property cards sampled to be free and clear of material defects. Our assessors will be creating an assessing book for the town, before we receive a copy the book will be reviewed by DRA. This book should reflect how the property value is determined and will answer many questions associated with property assessment. Mr. Karp was thanked for attending and sharing this information with the board and public.

Approval of Minutes:

Minutes from the April 27th meeting reviewed. Page two, Sale of Sanborn Bridge, price offered should read \$1,200.

MOTION: Ernie moved to accept the minutes April 27th as amended, seconded by Clifton. A vote was taken, all in favor. Motion Carries.

Minutes from the May 11th meeting reviewed. No changes.

MOTION: Clifton moved to accept the minutes May 11th as presented, seconded by Ernie. A vote was taken, Clifton and Ernie in favor, Craig abstained. Motion Carries.

Public Comments:

Ron Fountain suggested the board recognize Jay Badger for his 19 years of service to the ZBA.

Dick Peckham addressed the board with regards to a recent Wakefield Selectmen meeting he attended where he heard a presentation given by the State Highway Department regarding resurfacing of Route 16 from Stoneham Road to Crew Road. He requested in the future that the highway department also notify the Town of Brookfield as we have roads that feed this section of Route 16 and this will affect our travel.

Tom Lavender addressed Ernie and asked for an apology for referring to a consultation with Town Council as an illegal meeting. He takes personal offense to this being stated publicly. Dulcie Lavender, Tom's wife cited the RSA that states consultation with legal council is not considered a public meeting. Ernie explained he was lead to believe this was a meeting and as the Selectmen's Representative to the ZBA he felt he should have been notified. Tom explained the purpose of the meeting was to discuss a specific matter with Town Council. Ernie still feels this was an illegal meeting.

Martha Pike questioned the monthly sum being paid to Ed Nason that was discussed at the April 27th meeting. She questioned why he gets an additional fee where the town reports indicate his company TEN

Construction is already receiving compensation. Craig explained that the monies reported in the Town report are related to Ed's contract with the town as Road Agent. The monthly pay discussed and agreed upon at the April 27th meeting is with regards to his job as CEO, building inspector and gravel/timber monitor. Martha questioned whether this needs to go to town meeting for vote because it is a salary. The monthly reimbursement was determined by taking the \$6200 currently budgeted for this position and dividing it by twelve months. Ed has performed these duties for several years without billing the town and the Selectmen felt it was time he is compensated for work performed. Discussions ensued regarding whether reimbursement for this job should be salary or incidence based. Several questioned why this changed to a salaried position as opposed to bill for time worked. Further brief discussions ensued. Craig thanked everyone for their input and explained public opinion expressed appears to be in support of monthly bills for payment, the Selectmen will take under advisement and revisit at the next meeting.

Frank Frazier reported that veteran's flags have been placed on all veterans grave sites in town. New flags will be needed for next year; the board approved Frank ordering more flags.

Report of Town Officials:

Road Agent/ CEO

Ed reported; work to Tumbledown Dick Road is almost complete. Work from Premo's to Camp Road is still needed but due to equipment issues Ed asked permission to shift priorities slightly and to grade Lyford Road now and finish Camp Road work when his equipment is repaired. The Selectmen agreed.

Craig requested excavation and timber tax warrants be completed ASAP. Ed explained that all reports of wood cut are returned but one and he is working with the State Forester on this one because there is an issue with improper numbers reported on report of wood cut. Ed has a suggestion for the timber regulations with regards to informing the land owner, he is in the process of receiving sample landowner notification letters from area towns and feels we should review these and follow a similar procedure.

Abutter letter mailing discussed; Ed suggests we consider not mailing abutters letter, very few towns do this and it is very costly. Craig suggests tabling this for the time being and schedule a work session in the future to discuss this. The board will schedule a work session after the June 8th public hearing.

Ed presented and intent to cut for Map 14, Lot 6; this is a small lot; they will be doing some clearing around the house.

Ed requested the town get a mailbox for outgoing mail and purchase a postage scale and stamps as it is not convenient to go to the post office. This will be added to the agenda and discussed further at a later date.

Assessor Clerk Pam presented a land use change tax form requiring Selectmen signatures, another one should be expected in the near future. She reported the warrant was completed and present to the Tax Collector.

Tax Collector Craig provided an update on behalf of Diana; tax bills have been printed and will be mailed either Thursday or Friday.

ZBA Dick Peckham expressed his shock and disappointment with the Board of Selectmen's decision not to reappoint two veteran ZBA members and requested the Selectmen revisit this and if they don't, explain why not. Craig explained that we cannot reverse this as the two new appointments have already been sworn in. Dick's perception is this is the result of private agendas of two of the Selectmen to stack the ZBA and feels precedence has been set by not appointing ZBA members that formally requested reappointment. He expressed his dislike for this action and feels it is not in the best interest of the town. Dick explained he will continue to serve out his term as ZBA to the best of his ability. Members of the public expressed their opinions regarding this action, some expressing that the two new members appointed are capable members and others expressing their

opinion with regards to private agendas. Craig took the opportunity to express his concerns over the Board of Selectmen operating without rules of procedure and feels issues may have been avoided if the board had rules of procedure to follow like the other boards in town have. He feels this should be considered to keep things running smoothly.

With regards to the suggested illegal meeting held by the ZBA Dulcie asked if the Selectmen would look into how they should proceed. If this is in fact an illegal meeting all decisions made at this meeting would be null and void. The vice-chairman will contact LGC to see how to proceed.

Frank Frazier questioned why if the issue to not reappoint Tom Lavender was do to an issue with RSA 91A why Jay Badger also not nominated; he feels this adds to the perception of stacking the deck.

Trustee of the Trust Funds

Craig announced on behalf of the Trustees of the Trust Funds that Sarah Tierney is the recipient of the \$1500 Scholastic Award.

Treasurer

Marilou presented invoices and checks for approval and signature. The General Liability Insurance policy is being reviewed. She requested the value of the salt shed so this could be included in the policy; the board agreed to a replacement value of \$70,000 for insurance. All agreed to the other updates; Marilou will submit updates to the insurance company. Frank questioned if the town has a policy in place regarding sexual harassment; Marilou was unsure but will check into it and report back at the next meeting.

Old Business

Timber Regulation – The public hearing on the Timber Regulation has been noticed and is scheduled for June 8th. Drafts ordinances have been posted on both boards and on the information table in the town office building.

Cell Phone for CEO/Road Agent – The Selectmen have acquired a phone for Ed to use in his duties as Road Agent and CEO, it is a basic unlimited plan with no texting. The new phone number is 520-3686; this number will be included in the tax bills being mailed this week.

Shall the Board have a hearing regarding Jenness/Hanson Roads? – The Road Agent was asked for his opinion regarding the condition of Jenness and Hanson Roads (both class 6 roads), these roads were evaluated in the winter and both were passable by emergency vehicles. Any improvements to class 6 roads require a public hearing. The Selectmen asked the Road Agent to do an assessment of Jenness Road in its present condition and report back to the Selectmen. The Selectmen will wait for this report before determining how to proceed. Ed was requested to look at the condition with regards to emergency vehicle traffic only.

Date for Road Regulation work session/hearing – The board decided to hold a work session on June 15th at 6:30 pm, with a time limit set at 1.5 hours. A hearing will follow at a later date.

New Business

Website – The board will discuss the town website at the June 8th meeting.

Boundary Line issues with New Durham – Nate Weeks will be performing a boundary line survey of the Brookfield/New Durham boundary line as part of the town perambulation; the board will wait for his report before determining how to proceed with the issue. The board expects Nates report by the June 8th meeting.

Brookfield Equalization Ratio – The town's equalization ratio for 2010 is at 120.9. What this means is property values are down by 21% over current assessment. We are scheduled for revaluation this year, as part of this process we will be adjusted to 100% which will likely be achieved by lower assessed values. Pam asked if updated property cards should be printed; the board agreed to have Pam print updated cards.

Communication with the Board – Craig asked the other two Selectmen if they feel they are in the know with regards to email communication. The other Selectmen feel they are being kept in

the loop. The board has requested all emails be addressed to the chair but cc'd to the other two Selectmen and the Administrative Assistant.

Other – Anne Martin has formally resigned as town representative to SRPC. Craig will make a formal request to the Planning Board for suggested appointments.

Ed requested the Selectmen continue to look into whether the town should own their own equipment. The newly formed CIP committee will look into this.

Town Mail Mail reviewed.

No new business before the board, meeting adjourned at 9:05 pm.

Respectfully submitted,

Jennifer Sonricker
Administrative Assistant