

Town of Brookfield
267 Wentworth Road
Brookfield, NH 03872

SELECTMEN'S MEETING MINUTES
June 22, 2010

Attendance: Ernie Brown & Chairman Craig Evans, absent: Clifton Camp
Staff: Assessor Clerk Pam Frazier, Treasurer Marilou MacLean, CEO Ed Nason and Administrative Assistant Jennifer Sonricker
Public in attendance: 2
Special Guest: Chad Roberge from Avitar mapping department and Don Butson from Cartographics

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

Approval of Minutes: Approval of Minutes from 5/25, 6/8 and 6/8 hearing deferred till next meeting.

Presentation by Avitar's Mapping representative: Chad Roberge with Avitar presented Avitar's mapping software. Bids on the product were previously sent to the Selectmen. Mapping data would be captured from the existing maps and corrected to roads, streams and lakes using the orthographics from the state. After the initial capture and correction the maps will be updated as new data is collected and the maps will be made more accurate over time. Digital mapping software demonstrated. Additional features such as buildings, zoning districts, etc. can be added to the maps for an additional charge. One feature of the software is the ability to export abutter's lists. Tax cards and tax maps are linked. The presentation concluded; Mr. Roberge was thanked for coming. The Selectmen will discuss this with the Assessor Clerk.

Nate Fogg – Perambulation Update: Mr. Fogg presented a letter regarding the Cople Crown property bounds. He will locate the property bounds on Cople Crown but will not reconcile the discrepancy as this may require a survey. He expects to complete the perambulation project in July and will present reports at the last Selectmen's meeting in July. Photographs of all bounds and markings are taken. A brief discussion ensued regarding how to handle the Cople Crown issue. Don Butson with Cartographics explained that they GPS bound the New Durham boundaries and suggested contacting New Durham to see if they will share this data. The Cople Crown issue being discussed is on the Brookfield/New Durham town boundary.

Presentation by Cartographic mapping representative: Don Butson with Cartographics thanked the board for the opportunity to meet with them. He reviewed the town's history with Cartographics. Cartographics has been doing Brookfield's map maintenance since the company's inception some 20+ years ago. Cartographics history reviewed. They have been a mapping company since inception and have a long standing history and experienced staff. All staff has 12+ years experience with the majority having 20+ years. The advantages of their mapping experience were highlighted including the fact that Cartographics does the mapping for all of our boundary towns. Mr. Butson explained that all mapping conflicts are handled under our existing contract and not billed separately. Though not prepared to discuss the software offerings of Cartographics he explained that Cartographics uses GIS software that works with Avitar. (Avitar software is currently used by our assessing and tax collector departments) If the town is looking to convert to GIS software Mr. Butson requested the opportunity to come back and present on the conversion. He expressed his concerns with Avitar's approach of taking an existing set of maps and digitizing them to a best fit approach, he feels this could result in issues. The GIS conversion discussed briefly, Cartographics has allowed towns to fund this project over multiple years since it is cost prohibitive for most towns. Mr. Butson reviewed the State's "Ortho Map" project that is currently underway, the state is currently collecting aerial data that will be provided to the towns free of charge; previously this needed to be done by Cartographics. By using the data collected by the state it can reduce the total cost of the conversion by up to \$35,000. The state hopes to have this data available in the fall. Mr. Butson was thanked for his presentation.

Public Comments: No public comments.

Report of Town Officials:

Road Agent –

Eaton Road Proposal – Mr. Nason presented proposal for Eaton Road project. Cost estimate is \$11,700. The proposal is for a town road maintenance project. Discussion of the projected proposal ensued.

MOTION: *Mr. Brown moved to accept the Eaton Road proposal with cost estimate of \$11,700 to include \$2,200 for prep work, \$5,000 for excavation, \$1,500 for gravel and \$3,000 for paving, seconded by Mr. Evans. A vote was taken, all in favor. Motion Carries.*

Gravel & Labor on Lyford Road – The board previously discussed the need for more gravel on Lyford Road and the possibility of monthly grading. Pam Frazier noted that many thru truck travel this road even though it is posted. Frank Frazier expressed his concerns, he feels the better we maintain the road the more traffic we'll see resulting in this becoming a bypass, he feels town to town traffic should be traveling on the state road. He suggests town resources could be better spent on ditching all town roads.

Mr. Brown addressed a recent comment in the paper regarding Lyford Road, he explained he feels he does listen to the people and feels he may have been misquoted and apologizes if this was the case. Mr. Evans requested other Lyford Road residents to make their feelings known so the Selectmen have more input to base their decisions on.

The Selectmen reminded the Road Agent that the Town Truck will be retired from regular use effective July 15, 2010.

CEO – Mr. Nason had nothing new to report. Mr. Evans provided an update on landlocked piece of property, the Brookfield property owner is looking for access to the property. Town Council has been contacted, the property owner needs to go to Wolfeboro to try and get access. Mr. Evans will draft a letter to be mailed to the property owner.

Assessor Clerk – There are ~200 new property cards to be added to the tax map books. The new cards include the March updates. The Selectmen requested Avitar be specifically requested to pick-up the Salt Shed on their next update.

Heritage Commission – Ms. MacLean provided an update on Wednesday's presentation on heritage plants. The event was well attended with 50-60 people present.

Susan Brown has submitted a letter of resignation to the Commission.

Treasurer – Ms. MacLean received an email just before this evenings meeting from Trustee of the Trust Funds Chair Tom Lavender requesting checks be cut for the Scholastic Recognition recipient Sarah Tierney. Given the timing of the email Ms. MacLean did not have time to prepare the necessary documents for approval and requested the Selectmen's approve her to cut the checks, the Selectmen agreed.

The general liability policy is set to renew July 1st; renewal should include the salt shed.

Invoices reviewed and approved. Special attention was given to the Gafney Library invoice; they have requested payment earlier because of the recent flood. The Selectmen agreed to pay ½ now and the other ½ when additional tax monies come in.

Primex letter regarding emergency equipment available for purchase reviewed, the letter will be given to Brad Williamson for possible purchase of defibulator. Ms. MacLean reminded the Selectmen that Mr. Williamson needs to do his quarterly walk around.

Old Business:

Update on Personnel Policy– Mr. Camp is handling this, in his absence Mr. Evans provided a brief update.

Report on Work Session (6/15) – No public in attendance at last week's work session. All three ordinances were reviewed and minor changes made, once updated the ordinances will be provided to Mr. Nason for review.

Mileage Reimbursement – Mileage reimbursement is to be set annually following town meeting; the 2010 rate has not yet been set.

MOTION: *Mr. Evans moved to keep the mileage at current rate of \$0.45/mile, seconded by Mr. Brown. No discussion, a vote was taken, all in favor. Motion Carries.*

CEO Pay – Deferred till next meeting.

Website – The Selectmen are trying to schedule a meeting with Jim Murfey, our webmaster, regarding the town website, Mr. Murfey’s work schedule is Monday-Friday 1:30 PM – 10 PM so a meeting during a Selectmen’s Meeting will not be possible. The Selectmen will schedule a work session and bring the results to a regular meeting.

New Business:

Old Salt Shed – Discussion deferred till next meeting so Mr. Camp can be present.

Copier – Mr. MacLean has been trying to get the scanner function of the photocopier running. The supplier, Porter Office Machine has been contacted; they feel the issue is with the server. An individual who handles computers for the VNA has experience setting up the same copier and has agreed to look at this for \$75.00/hour, a \$50.00 discount in his regular rate. He estimates it would take him an hour or two to fix the problem. The Selectmen agreed, with a limit of 3 hours. Mr. MacLean will assist; scanning capabilities will be installed on all computers.

Eastern Propane proposal – Proposal to hook the two buildings together and tap into underground propane tank came in at \$660.00. They have requested the ditch be left open after electrical work is complete and they will run the propane lines in the same ditch. Safety concerns over leaving the ditch open discussed, it was decided that after the electrical work is complete Mr. Nason lay the propane lines and cover the ditch; Eastern would then handle the connection. Mr. Nason has experience laying propane lines. Discussions shifted to the grading that needs to occur between the buildings to allow water to run off. The Selectmen discussed with Mr. Nason what needs to occur. The goal is to have the initial grading done prior to the electrical and propane work, Mr. Nason will then dig the ditch required for the electrical and propane lines. (The electrical and propane quotes do not include ditching.) The electrical and propane will then be done and Mr. Nason will fill the ditches and do the necessary grading followed by installation of loam and grass seed.

MOTION: *Mr. Brown moved to accept the Eastern Propane proposal of \$660.00, seconded by Mr. Evans. No discussion. A vote was taken, all in favor. Motion Carries.*

Other – Ms. Frazier questioned the sale of loam from the Bennett McWirtter subdivision. Her understanding is any sale of loam or gravel from this site is subject to gravel tax. Mr. Nason the town gravel monitor disagreed but will contact DRA and provide an update at the next meeting.

Mail & Adjourn:

Mail reviewed. The Town of Brookfield does not us PA-ZOA inventory of taxable property form.

Meeting adjourned at 8:45 pm.

Respectfully submitted,

Jennifer Sonricker
Administrative Assistant