

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

**SELECTMEN'S MEETING MINUTES
July 13, 2010**

Attendance: Ernie Brown, Clifton Camp & Chairman Craig Evans

Staff: Assessor Clerk Pam Frazier, Treasurer Marilou MacLean, CEO Ed Nason, Administrative Assistant Jennifer Sonricker and Brad Williamson Forest Fire Warden

Public in attendance: 13

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

Approval of Minutes: Minutes from 5/25, 6/8, 6/8 public hearing, 6/15 work session and 6/22 meeting need to be reviewed and approved.

- Minutes 5/25/10 - On page 3, the first full sentence omit the word 'all', sentence should now read "...rules of procedure to follow like the other boards in town have." **MOTION: Ernie moved to accept May 25, 2010 minutes as amended, seconded by Clifton. A vote was taken, all in favor, motion carries.**
- Minutes 6/8/10 Public Hearing – No change. **MOTION: Ernie moved to accept the minutes from June 8, 2010 Public Hearing as written, seconded by Clifton. A vote was taken, all in favor, motion carries.**
- Minutes 6/8/10 meeting – No Change. **MOTION: Ernie moved to accept the minutes from June 8, 2010 meeting as written, seconded by Clifton. A vote was taken, all in favor, motion carries.**
- Minutes 6/15/10 work session – No change. **MOTION: Ernie moved to accept the minutes from June 15, 2010 work session as written, seconded by Clifton. A vote was taken, all in favor, motion carries.**
- Minutes 6/22/10 – On page 2 under Road Agent add the following: "The Selectmen reminded the Road Agent that Town Truck will be retired from regular use effective July 15, 2010. **MOTION: Ernie moved to accept the minutes from June 22, 2010 as amended, seconded by Craig. A vote was taken, Ernie and Craig voted in favor, Clifton abstained, motion carries.**

Public Comments: No public comments.

Report of Town Officials:

Treasurer – Checks signed and bills approved. Porter Office Machine maintenance contract for the copier is up for renewal, the rate has not increased. Our current contract is for 18,000 copies/year, during the last contract period we did 33,000+ copies. Marilou will call to see what other price points are available before having the Selectmen sign the contract. Data charges on the CEO's cell phone bill were discussed; it was determined the wrong button is getting hit resulting in the charges; Marilou will contact Verizon Wireless to see if this feature can be blocked, avoiding future charges. The Unemployment Security office notified us that the Welfare Officer has filed for unemployment; we will be charged \$1.05/week for up to one year.

Heritage Commission – Request made to use Town House on August 14th for 2010 Old Home Day Event. There were no objections. Rick Surette will be cooking barbeque, other details are forthcoming. Other events planned for the day include Open Farm Day hosted by the Agricultural Commission, area hike hosted by the Conservation Commission and a Pancake Breakfast hosted by the Wakefield/Brookfield Historical Society.

CEO – Nothing to Report.

Road Agent – Brush on Eaton Road has been cut and chipped, Ed asked for permission to keep the chipper for two more days to chip limbs that resulted from spring high limbing, there were no objections. Road side mowing discussed, the Road Agent suggests yearly mowing be considered. He would rent a tractor as was done last year, but before mowing occurs he feels roadside ditching should be done. The board requests Ed to submit a detailed quote at the next meeting.

The board took a 5 minute recess at 7:00 PM to formally present this year's Scholastic Recognition recipient with her check. Tom Lavender, chairman of the Trustee of the Trustees presented Sarah Tierney with a check for \$1,600. The Scholastic Recognition Award is given to the graduating senior from Brookfield with the highest 4 year average GPA. Sarah thanked the town for the check. She will be attending UNH in the fall.

Meeting resumed 7:05 PM.

Eaton Road project discussed; the proposed angle of the road is being debated. The current proposal will produce a very sharp turn when turning in when heading towards Wolfeboro, a new proposal was suggested in which the road comes down straight and flares out on both sides, no objections expressed to the change. The homeowner living on the road has requested the next phase of the work be delayed until the week of the 19th. They will be away that week and disruption will be minimized as the road could be closed the entire week for the repairs. There were no objections.

Ernie shared an article regarding the NH DOT's recommendation of JOMA 6000 plow blades; they cite longer blade life and less wear on the roads. Ed has seen the article but would like to wait and see the feedback from the State DOT and other municipalities before transitioning over; he also expressed concern over the significant difference between our town roads and the state roads. What works well on the state roads may not necessarily perform as well on our town roads.

Assessor Clerk – We have a new DRA contact for Assessing, Josephine Belville, her contact information has been distributed to the board. The DRA review has occurred resulting in an extensive list of tasks that need to occur for the revaluation; Pam will draft a list of tasks with time estimates and submit to the board for approval. The status of the Cartographics contact was questioned; the updated maps are available but will not be provided to us until the contract is signed. Recent assessing visits resulting in concern from residents addressed, a recent DRA visit resulted in the police and Selectmen being contacted. The most recent visits were from DRA, they are performing their Assessing check ups. All property owners were notified with a postcard regarding the visit and given the opportunity to opt out if desired. In addition to the DRA visits Avitar Assessors David Hines and Stephen Roberge will be performing external reviews as part revaluation this summer. When the dates for the visits are known Pam will post, the police will also be notified. Avitar individuals performing the review will be clearly identified.

Forest Fire Warden – There was a scare last week regarding a possible fire on the top of Moose Mountain, it was investigated and turned out to be headlights. Given the recent dry weather Brad urged everyone to be vigilant.

Emergency Management Department – Brad thanked the Selectmen for allowing the Ham Radio Field Day to be held at the Town House.

Old Business:

Continued Lyford Road Discussions – Craig provided a brief history. One resident who lives at the middle of the road suggests the entire road be paved, this sparked a debate which was quickly ended when the Selectmen announced that the issue at hand is not whether the road should be paved but to receive feedback from residents about how to best proceed regarding ongoing maintenance of the road. Concern expressed over large trucks using Lyford Road morning, day and night for thru travel even though the road is posted no thru trucks. The police department has been called but the issue still exists. The Selectmen suggested the residents collect information regarding type of vehicle and approximate time of travel and provide this information to the police department. A suggestion was made to post a weight or class limit on the road, the current "no thru truck" posting has no specific restrictions applied. The Road Agent suggests the Selectmen speak with Town Council before doing this as there may be specific criteria required before class or weight limits can be placed on roads. He also explained that the town receives some state money for maintenance of town roads, this could affect our ability to apply certain restrictions. One resident expressed concern about better maintaining the road, the feeling is the better maintained the road becomes the more traffic the road will see. Concern expressed over limited funds for maintenance projects this year, the concern is if more money is spent maintaining Lyford Road other maintenance projects like ditching, that has been postponed several years in a row will not occur. The RSA which states the Selectmen have an obligation to maintain the road was cited. Traffic study suggested, the Road Agent explained the results of the last traffic study showed that 85% of traffic was traveling at or below the speed limit. This same traffic study also revealed the traffic count on the road is at a level that suggests paving. He explained that the road was developed 2

centuries ago and there is not currently enough good material on the road bed to maintain fair traveling conditions. Several felt the location of the traffic study skewed speed numbers as people were slowing down to turn onto Clark Road, several suggested do the study from another location. The traffic study can only be performed on paved sections of the road. Discussions continued. The Selectmen will write a letter to the police department requesting additional presence on the road. Ron Fountain has submitted a letter to the Selectmen regarding Lyford Road and requested the letter be attached to the minutes. The Selectmen thanked everyone for coming and providing input. The Selectmen will make a decision after collecting additional information.

Review revised Timber Ordinance – Recent changes to proposed timber ordinance reviewed. Language regarding cleanup of temporary landings modified, it was suggested landings within 100' of the road be handle different from landings that aren't visible. Culverts discussed, any non-temporary culverts require DES approval. Addition of boundary wall language was added to stonewall section, language regarding fines was also added to the stonewall section. This language will be consistent with the other language in the ordinance regarding fines. Language regarding waiver added. The Selectmen explained that most of the ordinance is just enforcing state RSA's; driveway and landing requirements are sections specific to Brookfield. A new draft will be sent to Town Council for final review.

Update on Personnel Policy – Clifton reviewed initial draft of personnel policy, additional work is still needed. He is consulting with other towns and compiling information. Adjustment may be needed to the benefits section with the passing of new laws. A designated payroll cycle is needed; currently we do not have a designated payroll cycle. NH state laws require an exemption from the state if you plan to pay employees other than weekly. Marilou suggested the risk management division of our liability insurance be contacted for possible assistance. The goal is to have a final draft of the policy completed by the end of summer, it will then be reviewed by Town Council before final adoption. This policy will then be revisited yearly at a minimum.

CEO Pay – Marilou reviewed the Federal Labor Standard Act (FLSA) regarding exempt and non-exempt employees. Exempt employees must meet certain requirements including minimum wage limits. The CEO position, as defined today, does not meet exempt employee requirements. **MOTION: Craig moved to increase Brookfield CEO's salary to a rate of \$14.00/hour, not to exceed the annual budget, seconded by Ernie. No discussion, vote called. All in favor, motion carries.**

Website Discussion – A suggestion was made to create a sub-committee tasked with developing a plan and budget regarding future plans for the town website. The sub-committee will collect data and report back to the Selectmen with a suggested plan of action. Several complaints have occurred lately regarding the content of the website and accuracy of data posted. To its defense, the website was never intended as an official posting place. Clifton as the Selectmen's Rep to the Planning Board reported on the formal request made by the Planning Board to have the Selectmen fix the current website issues. Regarding establishment of a sub-committee it was decided that a special meeting should be held to resolve the current issue than a sub-committee created to look into future plans for website. The Selectmen will contact our current webmaster regarding his availability for a 9:00 AM meeting on Saturday, July 24th, if he is available the meeting will posted.

Discussion and decision regarding Road Agent using town garage for repairs – To date the Road Agent has used the town garage to perform repairs to both his equipment and the towns, with the decision to park the town truck in the garage for only emergency use he wants to see if this changes the way he currently uses the garage. Currently he stores some of his tools used to repair town equipment in the garage. Town equipment such as sanders and sprayers are still going to be used by the Road Agent. The Selectmen requested the Road Agent provided the Selectmen with an updated list of town equipment/tools and requested all town equipment/tools be marked and stored on one side of the garage. The Road Agent is welcome to store his tools on the other side of the garage. **MOTION: Clifton moved to allow the Road Agent to utilize the town garage for maintenance of town and Road Agent equipment as needed, seconded by Ernie. No discussion, vote called. All in favor, motion carries.** The board discussed cancelling of air gas contract, this is used for welding, the Road Agent has his own torches and this is no longer needed. There were no objections; Ed will handle the cancelling of this contract.

Mapping Contract – Brief discussion were held regarding Cartographics contract. The board will not move forward with GIS software at this time and agreed to sign Cartographics contract as presented. **MOTION: Ernie moved to accept the Cartographics contract for April 1, 2009-March 31, 2010, seconded by Clifton. No discussion, vote called. All in favor, motion carries.**

New Business:

Report from CEO regarding sale of loam – Ed was requested to report on recent complaint regarding advertisement of loam for sale from Bennett/McWirtter subdivision. Concern was raised over whether gravel tax is being collected. Ed reported he spoke with the owner of the subdivision who explained all the loam from the site has been used on the property. The loam advertised for sale has been hauled in from another site. The Selectmen requested Ed contact DRA a questioned them whether loam sold from the site is to be assessed a gravel tax and provide an answer at the next Selectmen’s meeting.

Old Salt Shed / Best Use – The Selectmen would like to determine the best use for the old salt shed, currently it is being used for wood storage; they would rather see equipment stored in the building and the area behind the town office building cleaned up. Given the lateness of the evening this issue was tabled for another night.

Mail:

Mail reviewed.

Adjourn:

Meeting adjourned at 9:25 pm.

Respectfully submitted,

Jennifer Sonricker
Administrative Assistant