

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

**SELECTMEN'S MEETING MINUTES
July 27, 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 Forest Fire Warden/EMD Brad Williamson
Public in attendance: 4
Reporter: Heather Terragni

Craig called the meeting to order at 6:30 PM. A moment of silence was held for Tyler Simpson, former Brookfield resident and current Navy Seal who died in an accident in Virginia Pam. Craig led us in the pledge of allegiance.

Approval of Minutes:

- Minutes July 13, 2010 meeting - On page 2, under Assessor Clerk omit third sentence "All additional work should be completed by September 1st in order for the MS1 to be done on time." **MOTION: Ernie moved to accept July 13, 2010 minutes as amended, seconded by Craig. A vote was taken, all in favor, motion carries.**
- Minutes July 24, 2010 special meeting – Add the word "official" to the last sentence of the document. **MOTION: Ernie moved to accept the minutes from July 24, 2010 special meeting as amended, seconded by Craig. A vote was taken, Ernie & Craig in favor, Clifton abstained, motion carries.**

Public Comments: No public comments.

Report of Town Officials:

CEO – The new salt shed has been assigned street number 283.

Road Agent – Eaton Road project is almost complete; still left to do is clean up the sides of the road and pave. The project should be on budget. Walker Road work addressed, Ed would like to begin taking down the trees that were marked for removal early this year, he will complete this as fill in work in between other projects; no objection. Ed requested permission to grade all town roads, the recent rain storms have degraded the roads; the Selectmen approved the request.

The Road Committee is meeting Wednesday at 6:30 pm to discuss projects to be completed this year with remaining budget funds.

Ed provided a cost estimate of \$3500 for road side mowing, the board approved. Road side ditching will begin after mowing is complete.

Assessor Clerk - All property files with Veterans exemptions have been reviewed to ensure everything is complete, property owners with information missing have been contacted to complete all required information. Two PA-29 forms completed by spouse were presented to the Selectmen for signature, two more are expected, when returned Pam will put them in the Selectmen's box for signature. Property files containing trusts have been reviewed; all trusts missing from files have been requested. Two land use change tax forms for property located in Bennett/McWhirter subdivision were presented to the Selectmen for signature. Mailing to all property owners with land in current use should be mailed tomorrow.

Treasurer – Bills presented approval. Porter Office Machine has been contacted about the copier; a new contract was presented for signature. They will begin billing us quarterly. Our price for copies over 18,000 has been reduced to \$.012/copy from \$.15/copy. Maintenance and toner is included in our contract. Craig signed the contact on behalf of the board. Verizon Wireless has been contacted and data feature on the Road Agents phone has

been disabled. Profit and loss reports for the first half of the year were presented to the board for review. Excluded from the report is Town Clerk information for June as these reports have not been received yet. Marilou has highlighted the areas she feels are over budget.

Joint Loss Management Committee – Brad reported that all safety equipment required for joint loss management has been checked and is up to date. Emergency lights and exit signs in Town House discussed; a power loss occurred during a recent Brookfield Bloomers meeting and no exit lights turned on. The Selectmen will look into this but the hope is this will be remedied when the Town House building is connected to the emergency standby generator. This project is scheduled for sometime this summer. Marilou tenured her resignation as chair of the Joint Loss Management Committee, she offered to assist the new chairperson with coming up to speed; quarterly and semi-annual reports are required. . Brad Williamson was appointed as a member of the Joint Loss Management Committee.

Old Business:

Report on Special Meeting/Website Discussions – Craig provided a brief summary of the meeting; the details can be found in the minutes of the meeting. All chairs are responsible for providing information to the webmaster and confirming accuracy of the information on their committee, commission or department web page. A disclaimer will be added to the website regarding posting of minutes and notices explaining that the website is not an official posting place for this information. The webmaster will strive to have information uploaded within 48 hours; this is a best effort goal and not a requirement. Future growth of the website discussed; a sub-committee will be established and tasked with this, Jennifer and Jim will sit on this committee; two other volunteers are requested, interested parties should speak with the Selectmen. One future to the website will be to have all the cemetery information added to the website. A link containing the list of all graveyards in town will be added to the website along with other information pertaining to the cemeteries in town. Frank Frazier has handled placing flags on all Veterans graves for the past several years, the Selectmen requested a copy of the list stating which cemeteries get flags; Frank has provided the Cemetery Trustees with a copy of this list.

Lyford Road efforts report – A letter has been sent to Chief Fifield, a copy will be attached to the minutes of this meeting. The letter deals with the issue discussed at the July 13th meeting and requests additional police presence. Bob Lineham questioned what the concern is with trucks traveling the dirt roads and what damage they do. Ed explained that the reports show damage to dirt roads (i.e. wash boarding) is created by lightweight vehicles accelerating and breaking not by heavy vehicles. Ron Fountain explained the history behind Lyford Road being posted no thru trucks. Noise and concerns with space to pass the school bus in the winter were areas of concern; there was also concern over increased maintenance needs because of heavy weight vehicle travel. Craig is looking for clarity as to why this is posted and working with LGC regarding legalities of posting the road.

Salt Shed, old and new – Cleanup of area around new salt shed discussed, several residents have expressed concern and even offered to help clean up the area around the new salt shed. Ed explained he has been tasked with cleaning it up before snow fall but this is not a high priority project. Cleanup around old salt shed discussed; Ed explained the bins will be moved to the new site and sand will be moved, this is an ongoing project.

Sale of Loam/Excavation Tax – Ed had been asked to speak with DRA regarding sale of loam from Bennett/McWhirter subdivision; Ed provided the Selectmen with a copy of RSA 72b:1 regarding excavation of site. An intent to cut is required if the material taken from site. When asked earlier Bennett/McWhirter explained the loam being sold is from another site, all material excavated from eh site was being used on site. This brought up the question as to whether this now qualified as a business operating from the site. Brief discussions continued but no further action taken.

Update - Three Road Ordinances – They are still being worked on and will be presented at the next meeting.

Timber Ordinance – Laura Spector has reviewed the latest changes and suggested several change including removal of fines for stonewalls and changes to language dealing with extensions. A second public hearing is not required. The final document including changes made by Legal Council will be prepared and posted before the next Selectmen's meeting.

New Business:

Per RSA 466:14 &16 the Warrant to Animal Control Officer has been prepared and was presented for signature.

Quarterly staff meetings were scheduled as required by Joint Loss Management. Quarterly meetings will be held on the 2nd meeting of the 1st month of each quarter. The meeting will be held during the first half of the Selectmen's meeting.

Fee schedules for copies of town documents will be discussed at the next meeting

Cartographics GIS software will not be pursued at this time

Drinking water at town office building discussed, the Planning Board has requested bottled water be made available. To avoid having additional plastic being added to the landfill the board discussed purchasing a bottled water dispenser or having a Brita or Pur water filter added to the faucet. Further discussions are needed.

Brief discussion over installation/location of Knox box, this will be discussed further at the next meeting.

Mail:

Mail reviewed.

Adjourn:

Meeting adjourned at 8:00 pm.

Respectfully submitted,

Jennifer Sonricker
Administrative Assistant