

Town of Brookfield Board of Selectmen

Minutes – 10 August 2010

Present: Ernest H. Brown, Jr., Clifton Camp, Craig Evans, Town Clerk Virginia McGinley, Assessor Clerk Pam Frazier, Tax Collector Diana Peckham, Road Agent/CEO Ed Nason, Treasurer Marilou MacLean, Fire Warden Brad Williamson, Frank Frazier, Auditor Marilyn Bushman, Tom Hill, Fran Tucker, Chief Ken Fifield, WPD.

Meeting was called to order at 6:30 by Chairman Craig Evans. Clifton Camp led the attendees in the Pledge of Allegiance. The Chair explained that the Administrative Assistant, Jennifer Sonricker, was excused this evening, and that he would be recording the meeting and would produce the minutes. Approval of Minutes from 7/27/10 will take place at the 8/24/10 meeting.

Public Comments: Auditor Marilyn Bushman reported on the meeting she attended regarding the legislative changes for Village Districts and towns with populations below 750 people, presented by the State Department of Revenue Administration. She indicated that there was little that would affect the Town of Brookfield, and provided the BOS with a copy of the power point presentation made by the DRA. Procedure was clarified that the Selectmen are supposed to sign the annual audit report that goes into the DRA.

Marilyn also reported that Tom Hill is doing an excellent job working on the entrusted burial grounds. Marilyn is the Chair of the Cemetery Trustees.

Fran Tucker, of Tucker Road raised her concerns about the large puddle that forms at the end of her driveway with each rain. Road agent Ed Nason discussed with her the private work she would need to have done on her driveway where it meets the gravel road, and the work he would be able to do on the road to remedy the situation.

Perambulation: Nate Fogg did not attend the meeting – Craig will arrange for him to present at another meeting.

PUBLIC OFFICIALS: Assessor Clerk Pam Frazier retrieved the two exemptions (PA – 29) she needed signed by the BOS. Craig gave a report on Pam's progress with the current re-evaluation of the town by Avitar and the review by the DRA. He reported on the extra hours Pam on used on this extra project, and the reports she has filed regarding her progress on fulfilling the various tasks of this project. She is within budget. As follow-up to those land-owners with current use who have not updated their file, it was recommended that Pam make phone calls asking them to supply the required information.

Tax Collector Diana Peckham, reported on the recent bi-annual tax collection. The town has successfully collected 90% of the property taxes due, which she feels is extremely good. She also reported on the liens filed for the last three years, and the fact that there are two properties up for deeding and how would the BOS like to proceed. After a brief discussion, the Board instructed Diana to proceed with issuing the deeding notices to the property owners and mortgage holders. Diane reported on a review meeting

she will be having with the Town's DRA representative, Michelle Clark, and provided the Board with a copy of the documents and procedures to be reviewed by the State.

Treasurer Marilou MacLean mailed in the quarterly payroll taxes and the contract with Porter Machines for the photocopier. She presented checks to be signed and invoices to be approved. She also took questions regarding the 6 month profit/loss report she had submitted at the last meeting. The large electrical expense was assigned to the new salt shed this past spring – and not the Town House hook-up. This was not a repair or maintenance to town building, but new construction that would come out of the road budget. This and all other budget reports will be posted in the public Manifesto book.

Clifton Camp reported as the Selectmen's Rep to the **Planning Board** on their recent activities. The Hearing on the Moose Mountain Recreation, LLC, Site Plan Review has been continued till 23 August.

The selectmen signed two "*Intent to Cuts*" presented by the **CEO**. The properties to be cut are Map 8, Lot 1 on Clark Road and Map 18, Lot 20, off Lyford Road.

Road Agent Ed Nason reported that road grading on all gravel roads has been completed. Dust control needs to be applied on several of the roads. Following the directions of the BOS – he is cold-patching all of Stoneham Road. He has a deadline of 14 August, this Saturday, in preparation for the Farm tours. It looks like he might use as much as 20 tons of cold patch on this effort. The repair in front of Cecil Wentworth's will be repaired by the town and billed to the logger responsible for the damage. Dust Control, de-icer material has been delivered and the bill arrived. Ed has not been able to get a return phone call from Pike Industries regarding prices for paving at Eaton Road Project. He has gone to Brock's in Rochester and will get a quote from them in the next few days.

Road Committee report was presented by Ernie Brown and Brad Williamson. They are suggesting that a 1,400 foot section of Stoneham Road (from Mr. Burns to past Nate Weeks, through the Stoneham Corner intersection), and the paved section of Tibbetts Hills Road be worked on this year. The figures for completing the job being suggested have not been completed as of tonight, so this discussion will continue at the next BOS meeting. Frank Frazier raised some concerns about this proposed project. His concern is where the money will come from in the budget, and that there has been a process over the past several years where the legislative body votes on the budget for special projects like this one. Mr. Brown indicated that all the funds for what is being suggested would come from only the existing road budget. It was recommended that a spreadsheet with the proposed costs for this proposed project be provided before the next meeting for posting and review by the Board.

Marilou MacLean reported that the **Heritage Commission** is requesting that Debi Manning be appointed as a Commission member with a term ending in 2012, to replace Susan Brown, who resigned in June. She presented a written request.

MOTION:Mr. Brown moved that her appointment be enacted. Clifton Camp seconded. No Discussion. Motion passed unanimously. Debi will be sworn in by the Town Clerk. Marilou then gave an update on the activities planned for this coming Saturday, 14 August, for Old Home Day/Farm Tours/Conservation Commission hike. There will be a Memphis style Bar-b-que at 5 pm, with a contra-dance following at 7 pm. She indicated that volunteers are needs for breakdown of the hall after the dinner.

School Board member Ernest Brown, Jr. reported on the progress made on the construction of the new facilities at Kingswood, as well as the playing fields. The Arts

Center and the geo-thermal projects are over 75% complete. The first day of school is the 31st of August – traffic flow and parking will be totally re-organized for this first semester. There is a shortage of space for parking due to the lack of completion of all of the parking lots that are planned. Phase One is under budget, and the contractors have been excellent. The turf has been completed for the first football game as of 09 August. There will be an underground cistern holding 60,000 gallons of rainwater collected from the roof drainage of the new building that will be used for grey water in all of the buildings. The School Board has been very successful in procuring a 3% reduction in mortgage interest from the state by building a “green” building.

Brad Williamson, Fire Warden, reported on a small roadside brush fire Sunday afternoon at Dr. Manning’s, which probably was the result of a discarded cigarette. Wakefield Fire department and the Forest Fire Warden truck responded and put out the fire before it could spread.

OLD BUSINESS: Review of the administrative fee schedule is postponed until the next meeting.

The Knox Box will be located at the back door of the Town Office Building, and will contain keys for both the Office Building and the Town House.

ACTION: Mr. Brown will arrange with Mr. Ciccarone for the installation of the box.

Mr. Evans announced that there will be a “staff/departmental” meeting at 6:30pm before the regular BOS meeting on August 24th. He will send e-mails to all the appropriate individuals asking them to participate.

The Timber Regulation was reviewed for a final time. Two minor changes were made in language. After a brief discussion regarding whether to hold a second hearing, the regulation was put to a vote.

MOTION: Mr. Camp moved that the Timber Regulation, as amended this evening, be accepted by the Board to go into effect immediately. Seconded by Mr. Brown. No further discussion. Passed unanimously. Mr. Evans will make the changes for a final document, and it will be signed by the selectmen on the 24th and given to the Town Clerk for certification. It will then be posted on the website, and in the newly created Ordinance Book on the public shelves.

The informed consent letter for timber operations will be discussed at the next meeting, for possible inclusion in the information packet that goes to land-owners filing “intents to cut”.

The Selectmen will proceed with the installation of a water filter system at the kitchen sink in the office building for drinking water use by the people using the town offices.

Craig will distribute to the selectmen and Road Agent the RSA research he has done on the posting of weight limits on roads, and the appointment and contracting for Road Agent. This will be further discussed at the next meeting.

Lance MacLean, who maintains our server and computer network, reported to the BOS Chair on some problems experienced last week with the network. They have been corrected. He also corrected a feed problem with the photocopier. He hopes to have the scanner on the photocopier networked by the end of the week.

NEW BUSINESS: Craig announced that as of 31 August 2010, he will not longer be taking care of the outdoor signboards. He has done this for two years, and would like to see another volunteer step forward to take on this responsibility.

Mail was opened by the selectmen.

The meeting **adjourned** at approximately 8:45pm.

Respectfully submitted,

Craig F. Evans
Chair – Board of Selectmen

Approved 8/24/10