

Town of Brookfield
267 Wentworth Road
Brookfield, NH 03872

SELECTMEN'S MEETING MINUTES
October 12, 2010

Attendance: Ernie Brown, Clifton Camp and Craig Evans
Staff: Treasurer Marilou MacLean, Road Agent Ed Nason, Administrative Assistant Jennifer Sonricker and EMD Brad Williamson
Public in attendance: 4

Meeting called to order at 6:30 PM by Chairman Craig Evans, he led us in the pledge of allegiance.

Approval of Minutes:

- Minutes August 24, 2010 meeting - **MOTION**: Ernie moved to accept minutes from August 24, 2010 meeting as written, seconded by Clifton. No discussion. A vote was taken, all in favor, motion carries.
- Minutes September 14, 2010 meeting – **MOTION**: Ernie moved to accept the minutes from September 14, 2010 meeting as written, seconded by Clifton. No discussion. A vote was taken, all in favor, motion carries.
- Minutes September 28, 2010 meeting - **MOTION**: Clifton moved to accept minutes from September 28, 2010 meeting as written, seconded by Craig. No discussion. A vote was taken, Craig & Clifton in favor, Ernie abstained; motion carries.
- Minutes October 5, 2010 special meeting – **MOTION**: Ernie moved to accept the minutes from October 5, 2010 meeting as written, seconded by Clifton. No discussion. A vote was taken, all in favor, motion carries.

Public Comments:

No public comments.

Perambulation Report/Nate Fogg – Due to a conflict Nate Fogg was unable to attend, report postponed till October 26th meeting.

Public Officials:

Treasurer

Marilou presented checks for signature and invoices for approval. A letter was received from the Town of Wolfeboro regarding payment to Parks & Recreation department, the payment was made in April, she will follow up. Discussion ensued regarding tracking money for projects; two major concerns are tracking expenses related to recent tax deeded property and tracking projects with expense caps. Marilou explained expenses related to the tax deeded property will be tracked in detail in Excel. Craig suggested a separate folder be kept for this property. A policy will be drafted for handling projects. A profit and loss from January 1 – September 30, 2010 was presented for review. Department budgets are requested by October 26th meeting. Brad was provided a copy of bridge and road expenses to date.

Emergency Management Department (EMD)

Brad presented a draft letter for review. The letter is to the Ham Radio Outlet in Salem regarding purchase of Ham Radio antenna and other necessary equipment for the Town of Brookfield; all but the radio is being purchased. A member of the public questioned why this equipment was being purchased and its need. Brad explained that in the case of an emergency in which all other means of communication fail (phone - land line & cellular and internet) this will allow the town a means of communication. This purchase was budgeted for in this year's EMD budget. The Selectmen agreed to have Craig sign the letter. The defibrillators should be arriving soon.

Road Agent

Ed reported. Eaton Road is paved and Tucker Road has been graded. Road side ditching began today. Project to remove the hill near the end of Moose Mountain Road was discussed. A public hearing is required regarding removal of trees because this is a scenic road. All trees over 5" that need to be removed have been marked, a total of 28 trees need to be removed. November 1st is tentative hearing date. The bridge has been picked up by the new owner. The conduit and gas lines between the two buildings are buried and the Electrician worked on the project today. Ed requested guidance on next suggested project. Lengthy discussion ensued regarding appearance of town properties including the new salt shed. Several residents expressed concern over the appearance of town property. It was questioned why landscaping was not included in the Salt Shed budget. The Selectmen explained that the cosmetic projects are being worked on slowly but are not a priority. There was discussion regarding installation of a fence at the salt shed to shield from view material that is being stored on site. Ed is using the Salt Shed property as a place to dump material from ongoing projects. The large loam pile located on the site now is going to be used to landscape around the salt shed and town office building after the electric and gas line work is complete. A suggestion was made to have sod installed instead of grass seed between the two buildings. David Guttadauro who owns property that abuts the town office/salt shed complex requested the cosmetic improvements be bumped up on the priority list.

Informed Consent Letter to be provided to, and signed by, all property owners filing an intent to cut timber was discussed. Ed provided a sample letter to the Selectmen for review. If approved the letter will be included with all intent to cut packets and the intent to cut will not be processed until a signed informed consent letter is received from the landowner.

MOTION: Ernie moved to accept the Informed Consent Letter to property owners requesting an intent to cut, seconded by Clifton. No discussion. A vote was taken, all in favor, motion carries.

GWRSD report

Ernie reported. Heat to the new Kingswood Art Center is on, heat in being provided from the massive geo-thermal system that was installed. Furniture will be moved in soon, the project is ahead of schedule and at or below budget. The goal is to have the building opened on December 1st. Phase two is well underway; metal on the middle school portion of the project is going up now.

Assessor Clerk

Pam was not presented. The Selectmen reported that Pam has resigned effective October 13th, tomorrow is her last day. Effective tomorrow afternoon Assessor Clerk email will be forwarded to the Selectmen. Craig will be working with Lauren at Avitar until a replacement is hired. An ad has been placed in the Granite State News requesting contract bids for the Town of Brookfield's assessing needs for the next five years (2011-2015). Our current contract with Avitar expires at the end of 2010. Bids will be accepted through Monday, November 15th and will be opened at the second Selectmen's meeting in November. Depending on the bids, the Selectmen will make a decision whether to outsource the Assessor Clerk duties. It was questioned why this would be outsourced since our history is to keep this in house. The Selectmen explained it was not decided that this would be outsourced it is just being considered as an option. A job description for the Assessor Clerk position has been created but the town will not advertise for this position until bids are received and reviewed. Concern expressed over level of service being reduced if this position is outsourced. Another resident disagreed feeling the requirements of the assessing office are governed by statute.

Old Business:

Update on Personnel Policy

Clifton is still working on this policy; it will be reviewed at a later date.

Update Scanner and IT backup

Ernie reported; Lance has contacted someone to help with the scanner issue and to act as his IT backup if necessary. Lance is currently on vacation but will tackle this when he returns on the 19th.

Frank Frazier memo: "Continuing Concerns"

Geary Ciccaronne submitted a written response to the letter presented by Frank Frazier last week. His letter is attached to the minutes of this meeting.

Website Mission Statement

The Selectmen discussed approval of website mission statement presented at the last meeting. Ernie suggested the word “unofficial” be added to the statement. The amended mission statement reads “The mission of the website for the Town of Brookfield, New Hampshire is to provide a resource to make available unofficial town notices and documents related to the functioning of the Town’s boards, departments and staff and for any notices and postings for other Town civic activities for organizations approved by the Board of Selectmen.”

MOTION: Ernie moved to accept the Website Mission Statement as amended, seconded by Clifton. No discussion. A vote was taken, all in favor, motion carries.

Craig explained the mission statement could be amended if the website was ever made an official posting place.

Public Access Computer for Assessing Information

Advantages, cost and location of a public access computer for assessing information discussed at length. Ernie expressed support of the idea if there is a way to tie it into the printer. The preferred location is where the maps and assessing books are currently located. Geary Ciccaronne will provide the Selectmen with an estimate on installing a pullout key board tray in the wall. The Selectmen will figure out all costs associated with the project and make a decision after reviewing the costs. There is no cost for the computer terminal and monitor, it is being donated.

PDF of Revaluation Report to website

After brief discussion it was unanimously decided to have the PDF version of the Revaluation Report provided by Avitar uploaded to the website. The link to the PDF should be under the “Assessing” tab.

Schedule Hearing for three road regulations

A public hearing for the three proposed road regulations was scheduled for November 9th. An ad will be placed in the Granite State News and public notices posted on both bulletin boards.

Cemetery Proposal on Garney Road

The board continued discussion from last meetings presentation by Nate Weeks for possible cemetery location on Garney Road. There were brief discussions regarding making this a cremation cemetery. No decision made regarding Garney Road cemetery. A committee was established to look into possible sites for a town cemetery. Suggested committee members include, Marilyn Bushman, Tom Hill and Nate Weeks. Tom Hill agreed to serve on the committee; Clifton will call the other suggested parties to see if interested, and schedule a meeting.

Stoneham Road discussions – MacLean letter

Marilou presented (and read aloud) a letter to the Selectmen regarding her concerns over the Road Committees suggestion to pave only the first 20’ of Tibbett’s Hill Road and turn the rest to dirt. She expressed concerns over this proposal citing ongoing issues with our existing dirt roads; she is concerned the road, once dirt, will present constant issues. Ed explained if the road was converted to gravel it would be a “true” gravel road unlike the many other roads in town which are dirt. True gravel roads hold up very well. Marilou suggests that in the short term the pot holes be filled and the project be presented as a major road project at March 2011 election. Brad asked when Road Agent recommendations are due; these deadlines will be presented at the October 26th staff meeting.

New Business:

No new business

Non Public Session:

MOTION: Craig moved to go into non public session pursuant to RSA 91-A: 3, 11 (c), to discuss Legal Council issues, seconded by Ernie. No discussion. A roll call vote was called; Ernie – yes, Clifton – yes, Craig – yes. Motion carries.

In Non-public Session

The Board met in non-public session to discuss several issues currently being handled by Legal Council. It was voted on during non-public session to have the minutes from this meeting sealed for 90 days.

MOTION: Clifton moved to come out of non public session seconded by Ernie. No discussion. A roll call vote was called; Ernie – yes, Clifton – yes, Craig – yes. Motion carries.

Out of Non-public Session

Mail:

Mail reviewed.

Other:

Specification for Assessor bids contract reviewed. A slight change was made to the Assessor Clerk requirements. The specifications will be posted on the website.

Adjourn:

Meeting adjourned at 9:10 PM.

Respectfully submitted,

Jennifer Sonricker
Administrative Assistant