

Town of Brookfield
267 Wentworth Road
Brookfield, NH 03872

STAFF MEETING MINUTES
October 26, 2010

Attendance: Ernie Brown, Jr., Craig Evans (Chairman), Conservation Commission Chair Tom Giguere, ZBA Chairman Tom Lavender, Treasurer Marilou MacLean, CEO/Road Agent Ed Nason, Moderator Dr. William Marsh, Tax Collector Diana Peckham, ZBA member Dick Peckham, Supervisor of the Checklist Carol Leary, Administrative Assistant Jennifer Sonricker and EMD/Fire Warden Brad Williamson

Public: Martha Pike and Frank Frazier

4th quarter staff meeting for all Staff, Department Heads and Commission/Committee/Board Chairs as required by Joint Loss Management.

Craig distributed listing of important dates for local officials in 2011.

Fall newsletter – The newsletter will be mailed with the second tax bill going out at the end of November. Deadline for submissions is 11/7/10. All submissions should be emailed to sue.jalbert@yahoo.com

2011 Budget submissions - The deadline to submit was 10/26/10 (tonight) but many have not been received. These need to be submitted ASAP. Budget requests should be emailed to selectcraig@roadrunner.com.

2010 Annual report – All reports to be included in the 2010 Annual Report must be submitted by 1/15/2011. Reports should be put in Craig's box or emailed to selectcraig@roadrunner.com.

Emergency Management Director Brad Williamson reported; Ham Radio equipment has been picked up. Order of Defibrillators has been delayed a few weeks allowing time for the units to be updated with new CPR guidelines. Brad is working on an Emergency Plan with a goal of having something ready beginning of 2011.

Locking of backdoor discussed, it is the consensus of those present that fire code requires the door be unlocked during normal business hours. After lengthy discussion it was decided the crash bar will be enabled, this will allow those inside the building to push on the crash door to unlock the door but limit access from the exterior of the building. The deadbolt will no longer unlock the door from the outside.

Ernie reminded everyone that first aid kits are located in the kitchens in both buildings.

Community Broadband Forum discussed briefly. This is an initiative to get broadband internet to underserved areas. The forum is organized by Strafford Regional Planning Commission, the first meeting was held last night; additional meetings will be scheduled.

Meeting ended at 6:50 pm.

Respectfully submitted,

Jennifer Sonricker
Administrative Assistant