

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

**SELECTMEN'S MEETING MINUTES
November 23, 2010**

Attendance: Ernie Brown, Clifton Camp and Craig Evans
Staff: Treasurer Marilou MacLean, Road Agent Ed Nason, Administrative Assistant Jennifer Sonricker and Fire Warden/EMD Brad Williamson
Public in attendance: 6

Meeting called to order at 7:00 PM by Chairman Craig Evans. Marilou led us in the pledge of allegiance.

Approval of Minutes:

- October 12, 2010 – Two changes. Page 2 under Assessor Clerk, change 8th sentence to read “Depending on the bids, the Selectmen will make a decision whether to outsource the Assessor Clerk duties. Page 3 under Cemetery proposal on Garney Road, remove: The Selectmen concluded this property would not meet the short or long term goals of the town, insert: No decision made regarding Garney Road cemetery.
MOTION: Ernie moved to approve the minutes of October 12, 2010 as amended, seconded by Clifton. A vote was taken, all in favor. Motion carries.
- October 26, 2010 Staff Meeting - No changes.
MOTION: Ernie moved to approve the minutes of October 26, 2010 Staff Meeting as presented, seconded by Craig. A vote was taken, Ernie and Craig in favor, Clifton abstained. Motion Carries.
- October 26, 2010 - No changes.
MOTION: Ernie moved to approve the minutes of October 26, 2010 as presented, seconded by Craig. A vote was taken, Ernie and Craig in favor, Clifton abstained. Motion Carries.
- November 9, 2010 – One change; page 1 under Assessing/Tax Collector, DRA representatives name to read Craig Nichols not Craig Nicholas.
MOTION: Ernie moved to approve the minutes of November 9, 2010 as amended, seconded by Clifton. A vote was taken, all in favor. Motion carries.

Public Comments: None

Public Officials:

Treasurer

Marilou presented checks for signature and invoices for approval. The bill from the County has been received, amount due is \$108,333, Marilou will send the payment once tax payments start coming in. The bill is not due until December 17th. Marilou is still waiting for an answer from the Town Welfare official; the Selectmen will follow up with her. 2011 revised budget distributed for review, it includes changes made at last week's budget workshop.

Tax Collector

On behalf of the Tax Collector Craig reported that tax bills have been mailed, payments are due by December 29th.

CEO/Road Agent

One intent to cut was presented for map 40 lot 1A/map 42 lot 3. A supplemental intent was presented for map 19 lot 10/map 20 lot 3, as cut estimates have changed. Both were signed by the Selectmen. Ed reported on ongoing road projects. Walker Road is complete with the exception of two culverts. Once the culverts are installed 5 yards of gravel will be spread on the road. Moose Mountain Road project is 50% complete. All of the trees have been removed and he is in the process of pushing the banks back. The Town Truck is ready to go, since this truck is to be used in emergencies only Ed asked permission to use the Town Truck over the next few weeks if a storm occurs as he has not installed the sander in his truck because he is still using it for the Moose Mountain Road project. There were no objections. A request was made to ask for property owner permission to install a snow fence at Churchill Farm and Stoneham/Garney Road field. Ed will discuss with property owners. Cold patching on Stoneham Road

and smoothing of Tibbett's Hill Road requested. Ed will schedule these. Lyford Road briefly discussed; the traffic counter has been installed on the road twice but continues to malfunction, the initiative to use the counter is being abandoned. Discussions will continue regarding Lyford road in the future. It was noted that an increased police presence is being provided during peak commuting hours.

Planning Board

Ed provided an update on the Planning Board. They have completed work on the definition of agriculture; a public hearing will be scheduled.

EMD

Brad provided an update; the HAM radio antenna has arrived and is waiting to be installed.

Road Committee

Brad provided an update; the committee met two weeks ago and unanimously voted on 2011 capital project recommendations, a formal report was submitted. Two projects are proposed. #1 – grind existing pavement on Tibbett's Hill (~440') and re-pave. #2 – grind pavement on ~1250' of Stoneham Road, improve the sub-grade where needed and re-pave. Based on current pavement prices the recommended appropriation for both projects is \$75,000. This will be presented as a warrant article at Town Meeting.

GWRSD

Ernie reported the Arts Center is 98% complete and proudly showed off a picture taken of the entrance to the building. Total capacity of the building is 1551. A brief overview of the green water collection methods installed in the building was provided.

Old Business:

Tax Rate Report

The tax rate for 2010 has been set, the town rate went down, the school and county went up slightly, the overall increase is \$0.14. The reserve is set at 11%. The breakdown follows:

- Town \$3.86
- Local School \$6.84
- State School \$2.44
- County \$1.06

Budget Workshop

Last Tuesday's meeting was very successful. The meeting will focus on the Road budget although other items may be looked at as well. If needed, a meeting will be held on December 7th. The public is welcome and encouraged to attend.

SRPC Representative from Brookfield

The board discussed appointment to Strafford Regional Planning Commission. The town has been without a representative for a period of time. SRPC requests two representatives and one alternate. Edward C. Comeau has expressed interest in serving as a one of the town reps. Mr. Comeau is fairly new to town and presented the Selectmen with a copy of his resume. Mr. Comeau gave a brief history of his prior experience. He has experience working with a similar planning group in New Jersey. He feels it is important for all land owners to be aware of what is going on and would like to be the conduit between SRPC and the Town. Frank Frazier, a prior SRPC Commissioner from the town expressed the importance of having someone from our town acting to represent us. Brief discussions continued regarding the importance of having an SRPC representative from the town.

MOTION: Clifton moved to appoint Edward C. Comeau as SRPC Commissioner, seconded by Ernie. A vote was taken, all in favor. Motion carries.

Method for delivering information discussed briefly, the semi-annual newsletter is one option. Mailing lists are available. Currently there is not an email list established but may occur in the future.

Assessing Contract – open received bids and discussion

Two contract bids were received, both were opened. The bids are from Avitar and Associates and Certified New Hampshire Assessing Services LLC. Avitar has been our Assessing firm for the past 5 years. Certified NH Assessing Services LLC is owned by David Hines who has a history with Brookfield while working for both DRA and Avitar. The contract bid is for the next five years of Assessing including the 2015 revaluation. Avitar bid does

not include Assessor Clerk position and is \$64,430. Certified NH Assessing Services LLC includes Assessor Clerk duties and is \$69,800. The town budgets ~\$5,000 for the Assessor Clerk position yearly. The differences between the contracts reviewed. After brief review the Selectmen requested additional time to review the contracts before making a final decision. The goal is to make a decision at the December 14th meeting. Assessing software is separate from the bid and at this time the Selectmen are not considering whether to change software.

Additional work projects on Town House

Work on the town house discussed, concerns expressed over rain getting in around chimney and soundness of the chimney. LCHIP restrictions need to be considered. The board would like to have a mason look at the condition of the chimney and a contractor look at the wood around the chimney. Soundness of Churchill School also discussed, new cracks are appearing and the chalk board is buckling. The Heritage Commission has been getting estimates on a comprehensive structural review of both building; so far all quotes received have been in excess of \$10,000 which greatly exceeds the \$4,000 appropriated. The commission has tried to minimize the scope of the work to stay within the appropriated amount but have been unsuccessful. In the short term the board feels it should begin by having the chimney looked at. Dale Colbath suggested as the mason. Jay Badger and Harry Goodwin suggested as contractors, both have experience working with historic properties. The board encouraged the Heritage Commission to move forward trying to find someone for a structural review of Town House & Churchill School. Ernie will handle immediate issues with Town House in Coordination with the Heritage Commission.

New Business:

Cartographics 2011 contract

The Selectmen received 2011 mapping contract from Cartographics, the \$750 fee is the same as last year. The Selectmen signed the contract.

Other

The Selectmen received notification from the State regarding a new law allowing towns to run queries on vendors and hawkers. We do not currently have hawkers or vendors in town, no action taken.

Letter received from State Liquor Commission for comments on Moose Mountain Recreation in reference to their recent request for a State liquor license. The Selectmen had no comments.

The Cable Committee met recently, several tasks have been assigned.

Mail:

Mail reviewed.

Meeting adjourned at 8:30 PM.

Respectfully submitted,

Jennifer Sonricker
Administrative Assistant