

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

**SELECTMEN'S MEETING MINUTES  
Budget Work Session  
December 16, 2010**

Attendance: Ernie Brown (arrived late), Clifton Camp and Craig Evans

Staff: Treasurer Marilou MacLean, CEO/Road Agent Ed Nason (present for a portion of the meeting) and Administrative Assistant Jennifer Sonricker

Public in attendance: 2

Meeting called to order at 7:09 PM

**Budget**

Current 2011 proposed budget is \$70,955 lower than 2010, a reduction of ~11%. The Town Forestry truck still needs to be addressed; Brad will be contacted to work through the details. Minor line item changes were made. Two large changes made were increase of \$5,000 to line 4194.230 (Building Maintenance), for portion of Town House/School House survey. A Warrant Article will be written for the additional money needed (total cost of survey is \$10,000) and was added under line 4900 (Capital Outlay). A grant will be written for the survey with the hope of covering some or all of the cost. After all changes the Total operating budget for 2011 is \$596,373 with Total Appropriations at \$741,351. Budget Hearing scheduled for January 25<sup>th</sup> at 6:30 PM; Selectmen's Meeting will follow the hearing.

A member of the public questioned who Scholastic Recognition contributions should be made out to; checks should be made payable to Trustees of the Trust Fund.

**DRA Municipal Assessment**

Ernie has reviewed the Municipal Assessment book provided at the December 12<sup>th</sup> Selectmen's meeting and spoke with Gary Roberge at Avitar to address a few items. He is satisfied with the report and encourages the other Selectmen to review it. The Selectmen signed the Municipal Equalization Assessment Data Sheet and will mail this to DRA. Craig will notify Gary that this has been signed so the necessary data can be sent to DRA.

**Worker's Compensation Insurance policy**

The board reviewed current Workers' Compensation Insurance policy, it was decided to go with a 5-year policy with a 7.5% multi-year discount.

**MOTION:** Craig moved to accept the offer of the New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) to enter into its Workers' Compensation 7.5% Multi Year Discount Program as of the date of adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex<sup>3</sup> risk management pool membership during the term of the Workers' Compensation 7.5% Multi Year Discount Program. The coverage provided by Primex<sup>3</sup> in each year of membership shall be as then set forth in the coverage Documents of Primex<sup>3</sup>; seconded by Ernie. A vote was taken, all in favor. Motion carries.

**Town House Report**

Selectmen reviewed December 5, 2010 Townhouse and attached Schoolhouse report provided by Universal Building Systems. The report addresses immediate repairs that are deemed necessary. Marilou expressed concerns over having plaster repaired before knowing what is causing the cracking. She also suggested when repairs are made, that a professional experienced with historic horse hair plaster be used. The source of the cracking is addressed in the report and is thought to be caused by the settling of granite blocks in the foundation. The board agreed repairs to the foundation would not occur in 2011 and would need to be budgeted for. Issues with the Chimney addressed, it was agreed that blue stone should be added to top of the chimney immediately and someone look at the flashing around the chimney. Hot water heater discussed, the current one needs replaced. It was decided on demand units should be used; the goal is to have two units installed; one for the kitchen and one to be shared by

both bathrooms, propane units preferred. Ernie will coordinate this project. Installing an awning at the back door discussed, this would help to divert water away from the door. Marilou and Craig will check to see if this would be allowed given the historic classification of the building. The two Heritage Commission members present feel the proposed immediate repairs are acceptable.

**Assessor Clerk Position/job description/advertising**

The board agreed to advertise for the Assessor Clerk position in the January 6<sup>th</sup> and 13<sup>th</sup> editions of the Conway Daily Sun, Granite State News and Carroll County Independent. Resumes will be accepted through January 21<sup>st</sup> and will be accepted via mail only, no phone calls. A copy of the job description will be posted on the website and available at the town office building during normal business hours. Resumes should be mailed to 267 Wentworth Road, Attention: BOS Assessor Clerk Position.

**Road Agent - Projected project costs and weekly billing sheets**

The Board and Treasurer reviewed proposed forms to be used by the Road Agent for tracking project costs. The forms will help to track monies spent to specific projects. The Selectmen reviewed the forms with Ed.

**Perambulation Report**

Ernie received an email from Nate; he will have the report submitted by year end. One marker still needs to be located.

**Review of Minutes**

- November 23, 2010 Meeting – under Additional work projects on Town House on page 3 add “Ernie will handle immediate issues with Town House in Coordination with the Heritage Commission.”  
**MOTION: Ernie moved to approve the minutes of November 23, 2010 meeting as amended, seconded by Craig. A vote was taken, all in favor. Motion Carries.**
- November 23, 2010 Public Hearing – No changes.  
**MOTION: Ernie moved to approve the minutes of November 23, 2010 Public Hearing as submitted, seconded by Craig. A vote was taken, all in favor. Motion Carries.**

**Town owned property on Pike Brook Road**

The Board reviewed proposed lease for Town owned property on Pike Brook Road, the lease was prepared by Laura Spector, Town Council. The Selectmen are in agreement on the lease; Ernie will contact Laura and have her proceed.

Meeting adjourned at 9:45 PM.

Respectfully submitted,

Jennifer Sonricker  
Administrative Assistant