

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

**SELECTMEN'S MEETING MINUTES
January 11, 2011**

Attendance: Ernie Brown, Clifton Camp and Craig Evans
Staff: Treasurer Marilou MacLean, Emergency Management Director Brad Williamson and Administrative Assistant Jennifer Sonricker
Public in attendance: 5

Meeting called to order at 6:36 PM. Brad led us in the pledge of allegiance.

Approval of Minutes:

- December 14th, 2010 – **MOTION:** Ernie moved to approve the minutes of December 14, 2010 as presented, seconded by Craig. A vote was taken, all in favor. Motion carries.
- December 16th, 2010 – **MOTION:** Ernie moved to approve the minutes of December 16, 2010 as presented, seconded by Craig. A vote was taken, all in favor. Motion carries.

Public Comments:

Rich Zacher asked for how long it takes for Board of Selectmen minutes to be posted to the website. After clarifying that the Board of Selectmen have agreed to only have approved minutes posted to the website it was explained that minutes could be expected to be posted approximately one week after they are approved.

Town Officials:

Treasurer

Marilou presented invoices/checks for approval/signature, this complete all payments through December 31, 2010. 2010 closed \$74,000 under budget. Bill from PSNH for \$832.00 presented, the bill is a result of a power outage caused when the Road Agent Crew cut down a tree while doing work on Moose Mountain Road. The dropped tree hit the power lines causing the power outage. The Selectmen will discuss the bill later in the meeting. Final payment for Room & Meals tax has been received, total received for the year is \$30,599.59; this is down from 2009. W2 and 1099 forms have been ordered and will be completed over the next two weeks. Marilou expects to have them completed by the next board meeting.

Emergency Management Director

Brad reported; the defibrillators and mounting units have arrived. There are two units; one for the town house and one for the town office building. The board discussed where they should be located; Brad suggested a fairly visible location. It was agreed that the unit for the Town Office Building be installed above the fire extinguisher by the back door and the unit in the Town House be installed on the wall opposite the kitchen, to the left of door that enters the old Town Clerks Office.

Agricultural Commission

Ag. Commission is hosting a dinner on January 15th at 5:00 PM, Adults \$8.00, children \$5.00. New Chair and Vice-chairs were appointed at the last meeting; Rick Surette will serve as Chairman and Mike Tsaltis as Vice-chairman. They are looking to host a workshop in April on garden layout and how to build a hoop house, more details to follow. The commission is changing their focus and is looking to host more agricultural related workshops in the future.

GWRSD

Ernie reported, District Meeting scheduled for February 5th, this is the time to discuss the proposed budget. Misprint in last week's Granite State News addressed; the projected budget increase is 5.57%, not the 12+% reported.

Heritage Commission

Marilou reported. The commission met last Wednesday; the awning proposed to be installed over the back door (by the handy cap ramp) was discussed and unanimously approved. Maggie Steers, Field Service Representative with National Trust on Historic Preservation Group and member of NH Preservation Alliance, (both private non-profits) will be here Saturday morning to look at the Town House and Churchill School to see if the buildings are historically worthy. The historic worthiness of the buildings can affect eligibility for future grant monies from the State. No problems are foreseen but she has never seen the building so a walk through is necessary. Craig provided an overview on the historic nature of the town house and school house. Structural concerns of schoolhouse discussed; Geary Ciccarone provided his input.

Strafford Regional Planning Commission (SRPC)

Ed Comeau, Brookfield's newly appointed Town Representative to SRPC reported on upcoming activity. At the January 24th Planning Board meeting he will do a presentation on the mission and authority of SRPC. At the February 14th Planning Board Meeting an SRPC staff member will be doing a presentation.

Old Business:

Perambulation Report

Prior to this evening's meeting Nate Weeks provided Ernie with 6 copies of his report. These reports deal with Wakefield/Brookfield line and Wolfeboro/Brookfield line. The Selectmen reviewed and signed the reports; Ernie will deliver reports to the respective towns. New Durham and Middleton perambulation review is in process now. Nate suggests someone follow up and provide further identification of boundary markers as some are very hard to locate.

Selectmen Office Hours schedule

Clifton will put together a Friday office hour schedule for the Selectmen and distribute to the board via email.

Town House

Ernie reported on on-demand hot water heaters for the Town House. As discussed at the last Selectmen's meeting two on-demand units are being considered; one for the kitchen and one to service both bathrooms. Ernie received a quote from Eastern Propane, one unit; including installation is over \$1,000. It was decided that additional quotes will be requested from other suppliers before moving forward. The current condition of the hot water heater in the Town House is of great concern. Ernie will obtain additional quotes.

Exterior condition of Town House discussed, a suggestion made to have it painted. It was suggested the building was painted within the last 10 years, concerns expressed over it needing to be painted already. The timeframe it was painted will be researched and future needs discussed at a later date.

The chimney has been capped with blue stone, while being capped the contractor examined the flashing and shingles; no immediate issues were discovered, he feels the water damage is a result of water coming down the chimney. Now that the cap has been installed we will have to wait and see if the water leak stops. Ernie suggests that the chimney be re-pointed and water sealed in the spring.

Public Access Computer

The arm to hold the monitor is in; the electrician will be contacted to have an electrical outlet added in the closet to power the computer.

Warrant Article

LGC has reviewed the proposed Warrant Articles (WA). WA #5, dealing with the Town House Assessment must have the Selectmen's recommendation.

MOTION: Craig moved that on article #5, as presented 1/11/11, that the Selectmen recommend the article in the affirmative for townspeople at town meeting, seconded by Ernie for discussion. Discussion ensued. How article is written and price of study discussed. Vote called, all in favor. Motion carries.

Warrant articles as presented reviewed. Article #12 discussed at length. This article is the result of property recently acquired because of delinquent taxes. The town has recently entered into a 1-year rental lease with the prior property owner; this WA would allow us to enter into a 5-year lease. One reason for the increase is to minimize legal fees and paperwork associated with the lease; legal council is handling all aspects of the current lease. The wording of the language questioned, someone could be lead to believe that other town owned property, i.e. the old salt shed could be leased. Suggestion made to change lease maximum to 3 years because of the 3 year time frame

required to hold property. Another suggestion made to add “tax delinquent property” to the article. Ernie will check into both suggestions and report back at the next meeting. WA #13 (presented by petition) was reviewed; the WA if approved would hold elections and articles required to be voted by ballot on the first Tuesday in March and town meeting for all money warrants on the following Saturday. WA #14 which is the operating budget will be finalized after the budget hearing. Brad expressed concerns over warrant articles #7 & 8, as a member of the Road Committee he has worked hard to increase the Road and Bridge Maintenance Fund, he is concerned about depleting this fund by \$25,000, he requests consideration be given to increasing this by some significant amount. The Selectmen reported on why this was done and explained that the remaining balance after this deduction is still around \$80,000. This can be discussed more at the upcoming budget hearing.

Marilou and Clifton will work together to complete the required MS paperwork.

New Business:

Administrative Assistant hourly wage

Suggestion made to increase the Administrative Assistant hourly wage to \$14.50/hour from \$13.50/hour, effective January 1, 2011. This increase is included in the proposed budget.

MOTION: Ernie moved to increase the Administrative Assistant hourly wage to \$14.50/hour effective January 1, 2011, seconded by Craig. A vote was taken, all in favor. Motion carries.

Town Auditor, Term Issues

There is currently an issue with the expiration terms of our Town Auditors. These positions are required to have staggering term expiration dates; currently the terms expire at the same time. This issue resulted from the resignation of one person at the same time as term expiration. The following election should have been for a one one-year term position and one two-year term but this was not the case. The posting for available offices has already been posted; Ernie will talk to Virginia to see if it can be fixed for this year.

Mail reviewed. Bill from PSNH discussed, the focus was on whose responsibility it is; the Town’s or the sub-contractor. Clifton will look into this; Marilou was requested to hold off payment until additional information is obtained.

Boundary annex letter from the State – Craig will complete stating nothing changed.

Flag request – Senator Ayotte can provide us with a flag that has flown over the Capital; there is a charge for the flags. The board discussed and agreed to purchase a 4x6 nylon flag, the cost is reasonable.

Meeting adjourned at 9:35 PM.

Respectfully submitted,

Jennifer Sonricker
Administrative Assistant