

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

**SELECTMEN'S MEETING MINUTES
January 25, 2011**

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

Meeting called to order at 6:30 PM. Clifton led us in the pledge of allegiance.

Approval of Minutes:

- January 11, 2011 – **MOTION:** Craig moved to approve the minutes of January 11, 2011 as presented, seconded by Ernie. A vote was taken, all in favor. Motion carries.

Public Comments:

None

Town Officials:

Assessor Clerk

The board received nine applications/resumes for the Assessor Clerk position; the deadline for submitting has passed and no further applications will be accepted. The Selectmen and Administrative Assistant received copies of all submissions. Ernie and Jennifer will work on a matrix and narrow it down to three candidates to be interviewed. Ernie will work on a list of 5-6 interview questions. Interviews will be held Wednesday, February 9th at 1:00, 1:30 and 2:00.

Road Agent/CEO

Status of building permit for home on Governor's Road questioned, there is concern that work began before the deed transfer went through. Ed has received a building permit for this property; he will look into the timing and if any action needs to be taken.

A supplemental intent to cut received for following Map/Lot: 19/10 & 20/3; the Selectmen signed the supplemental intent.

Ed provided an update on Tumbledown Dick Road culverts. Because this is not an emergency repair State DES permitting is required. He has discussed the project with Dave Price (State of NH DES – Compliance); new DES rules require a study of 200 acres upland with a 50 year flood. The study must be completed before proceeding. Mr. Price has offered to help us with the permitting process. Additional project details discussed including use of bottomless concrete box culvert. One supplier has discouraged use of this type because of the large footing required; one alternative suggested is use a larger culvert sunk a foot deeper in the ground. Cost for just the box culverts is \$17,150. Because the cost is prohibitive Ed is now considering using two 30' culverts set at the correct depth.

Ongoing issue regarding culvert on private property on Tumble Down Dick Road discussed briefly; the State is handling this; Ed has asked to be notified of any action taken.

Agricultural Commission

Clifton reported on dinner last Saturday; great event, 68 people were in attendance. The dinner raised ~\$100 for the Park and Recreation Fund.

Heritage Commission

Craig reported on meeting/site visit with Maggie Stier; she encouraged us to proceed with making application for a grant for a conditions assessment survey. Craig is working on two grants; all grants are 1:1 matching grants. Grants from private foundations are being targeted for the assessment survey grant. Town coffee schedule questioned, the Heritage Commission is interested in hosting an upcoming coffee. The Agricultural Commission currently has none scheduled so the Heritage Commission has an open calendar to choose from.

GWRSD

Ernie reported, work continues on phase II, things are on schedule.

Emergency Management Director

Brad reported; AED (defibrillator) unit has been installed in the town office building. The unit in the town house has not been installed yet as Brad would like the Selectmen to mark out the location on the wall, the Selectmen will take a break before the mail and mark out the location for the unit on the town house wall.

Old Business:

Warrant Update

The latest warrant (revision 1/21/11) was distributed to the board and public. The warrant article regarding town meeting and elections being held on separate days has been removed from the warrant and will be added to the ballot. This change came after LGC and DRA reviewed the warrant and explained that ballot vote was required to make this change; RSA 39:2-a and RSA 39:3-d cited. Brief discussion ensued. A suggestion made to hold an informational session regarding this ballot item. Deadline to finalize the warrant is 2/21/11. Potential warrant articles are possible from the Planning Board and possibly one more depending on Road Agent contract. Warrant article 13 discussed, the changes suggested at the last meeting were not made, it was discussed and decided to have the exclusion of town properties at office complex listed by map and lot in the article. WA #2 questioned; additional detail will be provided on the ballot. Clarification provided on WA #6, this refers to both the town house and school house.

Road Agent Contract

Draft copy of Independent Contractor Agreement distributed to the Board and Road Agent. Suggestion made to change language from "Company" to "Town" to better represent the parties in the contract. Minimum hours per week being specified in the contract discussed at length. Concern expressed over requiring specific hours, if there is no work to do the Road Agent would still be required to work. Ed feels he could easily meet the minimum of 25 hours/week. After lengthy discussions a decision was made to remove minimum hour per week language. The need to draft a summer maintenance procedure similar to the recently adopted winter maintenance procedure discussed. Negotiation of contract discussed; it was suggested the contract be negotiated 3-6 months prior to expiration to avoid contract issues. Suggested dates for contract range are May 1 - April 30 to avoid having a contract renew in the middle of snow season. It was suggested the contract require all contract changes be submitted prior to budget season. Contract length discussed; unless changed by warrant article the Selectmen are only authorized to enter into a contract for up to 1 year. After discussion the Selectmen agreed to draft a warrant article giving them authority to enter into a contract for up to 3 years. Craig will make discussed changes to independent contractor agreement and submit a copy to legal counsel for review.

Town Report

All reports are now due; reports are still needed from Planning Board, ZBA, Treasurer, Agricultural Commission, Heritage Commission, EMD, Forest Fire Warden and Road Committee. Time is of the essence as the report needs to be prepared and sent to the printer over the next few weeks in order to have town reports available by March 1st as required by RSA. Size of Town report discussed; a suggestion was made to change the report to 8 ½ x 11 format. Opinions were expressed in support of and in opposition to the change; after lengthy discussions no decision was made and for the time being the format will stay the same previous years.

Term Expiration Dates for Alternates

Term expiration dates for all Alternates are required. Jennifer will email all committee/commission chairs requesting this information.

Perambulation Report

The Town of Wakefield has signed the Perambulation Report. The Town of Wolfeboro will sign the report once they receive a letter from the town stating no boundaries were changed.

New Business:

2011 Selectmen office hour scheduled distributed and posted in the Selectmen's office. The Selectmen rotate office hours; holding office hours the 1st, 3rd and 5th Friday of the month from 8:00 – Noon.

Joint Loss Management Meeting scheduled for February 8th from 6:30 – 7:00 PM (before the Selectmen's meeting). All town employees and a representative from each commission/committee are encouraged to attend. Training on the AED equipment is tentatively scheduled for this meeting.

Mail reviewed.

Meeting adjourned at 9:05 PM.

Respectfully submitted,

Jennifer Sonricker
Administrative Assistant