

Town of Brookfield
267 Wentworth Road
Brookfield, NH 03872

SELECTMEN'S MEETING MINUTES
February 8, 2011

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

Staff: Tax Collector Diana Peckham, Emergency Management Director Brad Williamson and Administrative Assistant Jennifer Sonricker

Public in attendance: 3

Reporter: Heather Terragni

Meeting called to order at 7:00 PM. The 1st quarter 2011 Joint Loss Management Meeting preceded this meeting.

Approval of Minutes:

- Minutes 1/25/11 – **MOTION: Ernie moved to accept the minutes of January 25, 2011 as presented, seconded by Craig. A vote was taken, all in favor, motion carries.**
- Minutes 2/1/11 – Title and footer edited to read “Public Hearing – Budget”, not Selectmen’s meeting minutes. **MOTION: Ernie moved to accept the minutes as amended, seconded by Craig. A vote was taken, all in favor, motion carries.**

Public Comments:

A member of the public asked if CPR training to the public would be included at the JLM meeting. The Selectmen discussed and decided they would provide a refresher CPR class at the JLM meeting to all town employees, board, committee & commission members. A CPR certification class will be offered to the public, cost TBD. Additional research is needed regarding the public class, details will follow.

Report of Town Officials:

- **Assessor Clerk** – Interviews for new Assessor Clerk are scheduled for tomorrow, 4 candidates are being interviewed. The interview committee consists of the three Selectmen, the Tax Collector and CEO.

Craig (acting Assessor Clerk) presented a current use (CU) application for Map 38, Lot 2 consisting of 89 acres. Avitar has reviewed the application and given the ok for the Selectmen to sign the application with the understanding it will only apply to tax year 2011. The CU application was dated April 2010 but not received until October 30, 2010 (postmark date was a few days before this). The deadline for CU applications affecting 2010 taxes is April 30, 2010. The Selectmen signed the application for tax year 2011 and beyond.

- **Treasurer** – The Treasurer was absent but provided copies of checks requiring Selectmen signature. Checks were signed.
- **Road Agent** – Ed reported; he has been busy plowing, sanding and scraping. A load of salt was delivered last week and a sand delivery is scheduled for this week. He suggests filing the salt shed in the spring (salt to be used next year) as salt prices are typically more favorable this time of the year.
- **CEO** – He received a state driveway permit for Route 109 property, driveway is being used for logging operation. Ed was asked to provide an update on building permit issue for property on Governors Road; this issue was discussed at prior Selectmen’s meetings. There is an issue regarding whether excavation and concrete work occurred before the building permit was issued. Per RSA a cease and desist order or fines can be issued if work occurs before the building permit is issued. The Selectmen decided against issuing a cease and desist order but agree fines should be considered. The Selectmen will send the owner a letter requesting he come to a Selectmen’s meeting and explain to the Selectmen and CEO why fines should not be charged.

Brief discussion ensued regarding whether an ordinance should consider endorsing state RSA 676:13, other municipalities have passed similar ordinances. This will be discussed further at later date.

- **Heritage Commission** – The Heritage Commission will be hosting a Town Coffee on Saturday February 26th from 8:30- 10:30 AM. The coffee will provide an opportunity for the Heritage Commission to talk to the public about the historic preservation warrant article.
- **Cable Committee** – Frank Reported, the committee met on January 31st. Reorganization of the committee occurred; Frank Frazier was elected chair, Bill Nelson will serve as vice-chair. Other committee members slated to serve are Dave Dansereau, George Blomster and Martha Pike. **MOTION: Ernie moved to appoint Frank Frazier, Bill Nelson, Dave Dansereau, George Blomster and Martha Pike to the Cable Committee for a one-year term, seconded by Craig. A vote was taken, all in favor, motion carries.**

Frank reported on findings of research done regarding status of contract with Time Warner Cable. The committee is fairly confident that a current contract does not exist. In addition, some unofficial information has surfaced indicating that the physical cable wires have been run on Stoneham Road they are just not connected. Additional research is needed. The committee continues to try and contact Time Warner; to date, all attempts have failed. The committee will continue the effort and follow up with the board as information is learned.

- **GWRSD** – Ernie reported; all phases are on schedule or slightly ahead. Annual report is available in the Town Office building. The new arts building, heated exclusively by a geo-thermal heating system, continues to work great. Even with the recent cold outside temperatures there have been no issues.
- **Other** – The Selectmen will host a Town Coffee on Saturday, March 5th from 8:30 – 10:30 AM. The coffee will provide an opportunity for public office candidates to introduce themselves, allow the public to talk about the Town Meeting change warrant article and the Planning Board to present their warrant articles.

Old Business:

- **Warrant Update** – Final draft warrant article submitted to the board and public for review. WA#5 dealing with length of Road Agent contract discussed. Discussion over whether the article should just not say appointment but address contract length as well. The warrant article was approved previously by Town Council, no changes made. Vote by secret ballot is required for this warrant article. It was suggested the RSA requiring this article be voted on via secret ballot be available at town meeting in case there are any questions. The bottom line figure without warrant articles is \$599, 274, with warrant articles it is \$745,024; up slightly from \$731,371 in 2010.
- **Draft of Road Agent Contract** – Legal Council reviewed the draft contract, she suggested the contract be with a person not a company, this change was made. Contract dates is May 1st –April 30th. Ending date of contract changed from April 31st.
- **Town Reports** – Clifton reported; all reports have been received except for the Planning Boards. The compiling of information is going well. Craig and Clifton will work together on the Selectmen's report.

New Business:

- Selectmen will review GWRSD attendance report with the Town Clerk

Non Public Session:

MOTION: Ernie moved to go into non public session pursuant to RSA 91-A: 3, 11 (c), to discuss town property issue, seconded by Craig. No discussion. A roll call vote was called; Ernie – yes, Clifton – yes, Craig – yes. Motion carries.

In Non-public Session

The Board met in non-public session to discuss private matter. The issue at hand was resolved during the non-public session.

MOTION: Ernie moved to come out of non public session seconded by Craig. No discussion. A roll call vote was called; Ernie – yes, Clifton – yes, Craig – yes. Motion carries.

Out of Non-public Session

MOTION: Ernie moved to seal the minutes for perpetuity due to confidential nature of discussion, seconded by Craig. No discussion. A roll call vote was called; Ernie – yes, Clifton – yes, Craig – yes. Motion carries.

- **Town Mail** – Mail opened and reviewed. Abatement application received for map 6/lot 1B, 1D, 1E, 7 & 8. The date on the application is 11/30/10, the date on the letter is 11/21/10 but the post marked date is 2/7/11 and it was stamped received via certified mail on 2/8/11. The entire application will be forwarded to Avitar (town assessing company) for review.

Ongoing property tax abatement request discussed. The Selectmen need to act on this request. The application requests all taxes and associated penalties be abated due to hardship. The Selectmen discussed the items that are needed to show hardship, a list will be compiled and approved by Town Council before proceeding with a follow up meeting with the applicant.

Ernie moved to continue the meeting until February 9, 2011 at 1:00 PM. Meeting continued at 9:25 PM

Respectfully submitted,

Jennifer Sonricker
Administrative Assistant