

Town of Brookfield
267 Wentworth Road
Brookfield, NH 03872

SELECTMEN'S MEETING MINUTES
March 22, 2011

Attendance: Ernie Brown, Clifton Camp (chair) and William Nelson Staff: Treasurer Marilou MacLean, Assessor Clerk Jessica Robisneau

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

Approval of Minutes:

- Postponed till next meeting.

Public Comments:

- Reminder; Monday is the final meeting on the Carroll County Budget; members of the public are encouraged to attend.

Report of Town Officials:

- **Assessor Clerk** - Abatements reviewed by Avitar were submitted to the Selectmen for signature; three were approved. Jessica was asked to have Avitar remove the asking price comment from the tax cards. She was also requested to provide a cumulative total for ah¹ of the abatement's just approved.
- **Treasurer** - Marilou presented bills for approval, checks will be written and available for the Selectmen's signature on Friday. 2010 Workers Compensation report has been filed with Primex. Marilou expressed concern over current cash position being lower than last year at this time; she will continue to watch this closely. The MS-5 was completed by Mr. Martineau and will be available for signature next week, once signed Marilou will file the report with the state. Application to Our Town Energy Alliance has been submitted, the contract will not begin until the fall.

Marilou expressed disappointment in the number of errors in the 2010 Town Report, especially with her report, she suggested next year a group be established to review the report before it is submitted to the printer. Clifton agreed with the suggestion and encouraged Marilou to be part of the group. He also explained that next year the submission deadline for reports will be earlier allowing more time to compile the report, hopefully minimizing the number of errors.

- **Heritage Commission** - Marilou presented the Selectmen with two nominations for Heritage Commission members, Dave Proctor who is currently an alternate is nominated as regular member with term expiring in 2014, Harriet Wilson nominated as an alternate.

Marilou thanked the town for supporting warrant article #8. The Heritage Commission has contacted two additional architectural firms for possible bid on the assessment. Status of the grant questioned, it is unknown at this time.

Clifton requested the Heritage Commission consider forming a committee of local contractors to be used to provide input on the building assessment results. Clifton will provide Marilou with a list of local contractors.

Immediate concerns in the Town House including the hot water tank, exterior painting and chimney discussed. Marilou requested Ernie send an email outlining the immediate concerns that need to be addressed.

COAST - Alliance for Transportation (ACT): Diane Smith with COAST presented an update on ACT. This service was originally presented at the October 26, 2010 Selectmen's meeting. The primary purpose of this program is to provide transportation for the elderly and disabled to pharmacy and shopping services in Rochester. Service will be provided to the following five communities: Brookfield, Wakefield, New Durham, Milton and Middleton. The vehicle is operated by COAST but will be driven by trained volunteers, currently there are 10 volunteers, none from Brookfield. Those from Brookfield interested in volunteering should contact COAST at 743-5777 and speak with either Amy Smith or Diane Smith. This is a pilot program envisioned as a community service project that will develop over time; community input is encouraged. Service is expected to begin April 20th and provided as follows:

- Tuesday - Milton
- Wednesday - Wakefield/Brookfield
- Thursday - New Durham
- Friday - Middleton

The service provided will be street side pickup; the vehicle is equipped with a lift. Reservations will be taken up to two weeks in advance, a toll free number will be established for reservations. The cost of the service is \$2.50 one-way, \$5.00 roundtrip. \$20.00 flex-pass tickets will be available for purchase via the mail at a discounted rate of \$18.00. Brochures and flyers will be made available over the next few weeks and a direct mail campaign is being considered. Assistance spreading the word about the program is requested. More details will be forthcoming and anyone with questions can contact Diane at the COAST number listed above.

Old Business:

Lyford Road Analysis - Richard Zacher reported on search for graduate student to analyze dirt portion of Lyford Road, he has contacted UNH and been shuffled through several departments. He is scheduled to have a phone conversation with another department and will report back as more information is known.

Commission and Board appointments -

- *ZBA Alternate* - Richard Zacher has agreed to be an alternate to ZBA. **MOTION: Ernie moved to appoint Richard Zacher as an alternate to ZBA, seconded by Bill. A vote was taken, all in favor, motion carries.**
Open ZBA position briefly discussed, the board is looking for a recommendation from the ZBA for this position.
- *Selectmen's Alternate to Planning Board* - Richard Zacher has agreed to serve as Selectmen's Alternate to the Planning Board. Richard will serve as the Selectmen's Representative to the board when either Ernie or Clifton cannot attend. **MOTION: Ernie moved to appoint Richard Zacher as a Selectmen's alternate to the Planning Board, seconded by Bill. A vote was taken, all in favor, motion carries.**
- *Heritage Commission member's and alternates* - **MOTION: Ernie moved to appoint Harriet Wilson as an alternate to the Heritage Commission, seconded by Bill. A vote was taken, all in favor, motion carries. MOTION: Ernie moved to appoint Dave Proctor as a full member to the Heritage Commission with a term expiring in 2014, seconded by Bill. A vote was taken, all in favor, motion carries.**

New Business:

Reorganization of the Board -

Chairman - **MOTION**: Clifton moved to appoint Ernie as Chairman, seconded by Bill. A vote was taken, all in favor, motion carries.

Ernie addressed goals for the upcoming year. He would like to improve communications and training. He would also like to see several cosmetic issues around the town office complex, including the salt shed addressed. Ernie requested the Selectmen hold a work session next week to address committee representatives and other business. Wednesday, March 30* at 6:30 PM was selected for the Selectmen's work session, Ernie will post.

Vice Chairman - **MOTION**: Ernie moved to appoint Clifton as Vice Chairman, seconded by Bill. A vote was taken, all in favor, motion carries.

Other Business -

- Tucker Road culvert issue discussed. Ernie will discuss this with the Road Agent.
- Mail Reviewed: A check was received fully paying all current and back taxes, costs and penalties, (including the 15% penalty required on all tax deeded properties) on the tax deeded property on Pike Brook Road. A deed with no covenants has been prepared by town council, the Selectmen signed the deed.

The Selectmen agreed for Clifton to sign and submit an adjusted budget to the state.

Dr. Marsh recommended as Health Officer, the required state form was completed and will be submitted.

- Brief discussion ensued regarding responsibility for clearing out snow in front of Stoneham Corners bulletin board, the Road Agent is responsible. The Selectmen will review this responsibility with the Road Agent prior to next year's snow season.

Meeting adjourned by the Chairman at 8:40 PM

Respectfully submitted,

Jennifer Sonricker

Jennifer Sonricker
Administrative Assistant