

Town of Brookfield
267 Wentworth Road
Brookfield, NH 03872

SELECTMEN'S WORK SESSION MINUTES
March 30, 2011

Attendance: Ernie Brown (Chair), Clifton Camp and William Nelson
Staff: Treasurer Marilou MacLean
Boards, Committees & Commissions: ZBA Chair Paul Trembley

The agenda for this Meeting is an organizational review of Town officials, committees and their assignments. Other business will be reviewed but no decisions will be made.

Ernie reviewed the definition of Committees and Commissions.

An explanation regarding property sales & listing price being printed on tax cards was provided by Gary Roberge of Avitar. The card in question is the only card containing this information and the Selectmen can request it be removed.

Sign boards: Sign boards used to announce meetings and special events discussed. One has been damaged by the snow plow. It was suggested the sign boards only be used for special events or meetings and not used continuously to display regular meetings. After brief discussion it was decided the sign boards would only be used for special events/meetings. When not in use they will be stored in the old Town Clerks office in the Town House.

ZBA members: Paul Trembley, chair of the ZBA, submitted recommendations for open/expiring positions. He is up for re-appointment and would like to stay on the board. Dave Dansereau is up for re-appointment but has requested not to continue, he suggests Dulcie Lavender (current alternate) be appointed as a regular member. Brief discussion as to whether Bill Nelson can continue on the board given his current position as Selectmen. If possible Bill would like to continue with the ZBA. Paul will contact LGC to see if Bill can continue and report back to the board. The Selectmen will handle appointment of new ZBA members at the April 12th board meeting.

Planning Board and SRPC: At the last Planning Board it was decided they would no longer be dues paying members of SRPC. The Treasurer will need a letter from the Planning Board stating not to pay the dues. Discussion ensued as to whether we are required to be a member and whether in the future there would be need/benefit for the town to be a member. Clifton reported that whether we pay dues or not we are still a member, he also expressed the fact that the Selectmen cannot dictate who the Planning Board joins; it is solely a Planning Board decision.

Road Agent Contract: The current Road Agent contract is still being reviewed with the Road Agent. TEN Construction would like a provision added for the contract to be reviewed and possibly adjusted every six months for fuel, further discussion is required. The Selectmen decided to add the following requirements: Town is added as additional insured on TEN Constructions liability insurance and that all on road vehicles/equipment be registered and inspected per state requirements, and proof of such submitted to the Selectmen.

MS5: Notice was received from DRA that the MS5 was prepared wrong. Mr. Martineau will be contacted to correct and resubmit.

Selectmen Representative Organization: The board discussed and assigned Selectmen Reps (and alternates were applicable) to town boards, committees and commissions as follows:

- Planning Board: Clifton. Alternate – Ernie, Second Alternate – Richard Zacher
- ZBA: Bill will continue if possible
- Agricultural Commission: Clifton
- Conservation Commission: Ernie
- Heritage Commission: Clifton
- Cable Committee: Bill
- Joint Loss Management: Ernie

Fire Security System: Ernie will contact American Security Alarm to update board member contact list.

Road posting:

Lyford Road - Suggestion to remove no thru truck posting if it cannot be enforced. Further research and discussions will be held before making a decision.

Non Thru Roads – It was questioned whether the town is obligated to post all roads which are not thru roads. Brief discussion ensued and it was determined that several “no thru roads” are posted but not all are. Further research and discussions are needed.

MS2: The MS2 was submitted to DRA on March 28th.

Annual Report: A committee was formed to review the annual report before being submitted to the printer. The committee will consist of Joan Nelson, Marilou MacLean and Rose Zacher. Moving forward the deadline for submitting town reports will be January 15th. Format for town report discussed, Clifton will contact Town & Country for pricing on a larger format book.

Joint Loss Management: Second quarter meeting will be held on April 26th at 6:30 before the regularly scheduled Selectmen’s meeting.

Town House: Outstanding maintenance issues need to be addressed. Ernie has received a quote for securing the front railing. Other recommendations are sealing and re-pointing the chimney, replacing hot water tank, it is suggested these three be addressed immediately or as weather permits. Exterior painting will be discussed at a later date.

Trustee of the Trust Funds Report: Marilou has contacted Tom Lavender and Tom Giguere for clarification on report. There are some inconsistencies. Further research is needed; the findings will be reported when known. Marilou was requested to prepare a document for the Trustee of the Trust Funds listing anticipated dates for transfers. MS-10’s dating back to 2005 will be requested from the Trustees.

Perambulation: Ernie will continue to track New Durham and Middleton perambulation status.

Other:

- Ernie requested Bill track reporting and governmental deadlines to ensure compliance.
- Business cards for the Selectmen discussed. Ernie will contact Staples for quotes.

Work Session ended at 8:30 PM

Respectfully submitted,

Jennifer Sonricker
Administrative Assistant