

Town of Brookfield
267 Wentworth Road
Brookfield, NH 03872

SELECTMEN'S MEETING MINUTES

April 26, 2011

Attendance: Ernie Brown (chair), Clifton Camp and William Nelson
Assessor Clerk Jessica Robischeau, Town Clerk Virginia McGinley, Supervisor of Check List Adeline Russo, Planning Board Administrative Assistant George Nick, Conservation Commission Chair Tom Giguere, Road Agent/CEO Ed Nason, Road Committee Member Tom Hill, Planning Board Chair Tom Whelton, Treasurer Marilou MacLean, ZBA Chair Paul Trembley, System Administrator Lance MacLean, Tax Collector Diana Peckham, Emergency Management Director Brad Williamson and Administrative Assistant Jennifer Sonricker
Special Guest: DRA Representative Craig Nichols
Public in attendance: 6
Reporter: Heather Terragni

The 1st quarter 2011 Joint Loss Management Meeting preceded this meeting, the Selectmen portion of the meeting began at 7:00 PM.

DRA update – Craig Nichols from DRA provided an update on the assessment review performed by DRA last year. A data accuracy review was performed; they are required for every town, every five years. Data reviewed included building permits, special exemptions (veterans, elderly, etc.) and current use. A random sampling of 35 properties was also selected. These properties, upon permission from the homeowner were reviewed in detail and verified against the assessment card. We were mailed a letter from DRA explaining the assessment review passed which is not completely accurate. It was just determined there were some verification failures related to current use. We will be receiving a revised letter from DRA explaining we did not pass the current use portion of the verification. Current use verification has produced failures in most towns across the state and the process is being reviewed.

Craig also explained that Avitar is required to provide a manual explaining the entire revaluation process; this manual should be accessible to the public. Current equalization ratio reviewed. Sales data as far back as October 2007 was needed in order to get enough sales data, the low number of sales is the reason they needed go back so far. The ratio is 101.2%. Avitar will begin the five year cyclical review process in 2012. With completion of this review DRA will not be here quite as often but Craig reminded us he available as a resource to be used as needed.

Approval of Minutes:

- 02/22/11 - ***MOTION: Ernie moved to accept the minutes from February 22, 2011 as presented, seconded by Clifton. A vote was taken, Ernie and Clifton in favor, Bill abstained; motion carries.***
- 03/08/11 - ***MOTION: Ernie moved to accept the minutes from March 8, 2011 as presented, seconded by Clifton. A vote was taken, Ernie and Clifton in favor, Bill abstained; motion carries.***
- 03/22/11 – Amendment – last page of minutes, regarding Dr. Marsh as Health Officer, remove appointed, add recommended. Sentence should read “Dr, Marsh was recommended as Health Officer”. ***MOTION: Bill moved to accept the minutes of March 22, 2011 as amended, seconded by Clifton. A vote was taken, all in favor, motion carries.***
- 04/12/11 - ***MOTION: Bill moved to accept the minutes from April 12, 2011 as presented, seconded by Ernie. A vote was taken, all in favor, motion carries.***

Public Comments:

- Dick Peckham questioned the awning installed over the back door of the Town House; he wanted to know the cost and who approved the expenditure. Ernie explained that discussions began in December, the Heritage Commission looked into whether installation of an awning would affect historic classification of the building; it did not. The Heritage Commission approved its installation in January; the expenditure was later approved by all three Selectmen. The cost of the awning was \$1,000. Appropriation of the money discussed, Dick explained he reviewed minutes and did not find a vote on the expenditure. Ernie explained that purchase of the awning was fully discussed at several board meetings. When questioned why the awning was installed, Ernie explained it was installed to address the puddle of ice that builds at the door of the handicap access to the building. Further comment was made regarding lack of handicap bathrooms inside a building with handicap access; the Selectmen reported the Heritage Commission is planning to address the bathrooms.
- Ron Fountain asked if the Selectmen had a chance to review the RSA's he provided at the last meeting, he requested their feedback. Rich Zacher reported on his discussions with UNH regarding a study. UNH will not send anyone out to do a study but did provide some data regarding vehicle weight. An 88,000 lb. truck is equivalent to 48,000 vehicles. Road Agent Ed Nason explained the approximate weight of various trucks: fully loaded tractor trailer truck = 88,000 lbs, Oil Truck = 35,000 – 55,000 lbs. Additional data provided indicated that the major reason roads are posted is to protect bridges and culverts not necessarily the road bed. When questioned if damage to culverts on Lyford Road has occurred Ed explained that when a culvert was replaced a few years ago it was done so to address the culvert being set to low which caused it to fill with sand and be ineffective; there was no damage to the original culvert. Ron expressed his believe that the posting of the road was grandfathered and explained the RSA's provided at the last meeting address this. The Selectmen explained that after a search of the archives no vote authorizing the posting could be found. Without a legal basis supporting the posting enforcement is not possible. Without the ability to enforce the Selectmen felt it was best the signs are removed. State RSA's require legal justification for the posting of roads.
- Charlotte Colman registered a complaint about the town website. When asked when the website sub-committee met last it was explained they met last summer but had just began plans on a meeting over the next few weeks. Charlotte is a Mac user and has extreme difficulty navigating the website. She suggested we consider hiring a professional agency to maintain the site. Many members of the public expressed extreme concern over the current state of the website. Virtual Town Hall discussed briefly, many area towns are using this. Further concern was raised regarding draft minutes not being posted to the website; she finds she can read about the meeting in the paper long before the minutes are available on the web. The Selectmen requested the website sub-committee meet and address expressed concerns.

Report of Town Officials:

- **Treasurer** – Marilou presented checks for signature and bills for approval. Block grant money has not been received yet, it usually arrives at the end of the month; anticipated income is \$7200. Money is tight, after payment of bills and checks approved tonight the balance is \$256,247; two large expenditures to GWRSD are due in May and June. Airgas tanks discussed; Ed explained one is empty the other is not but can be sent back at anytime. This will eliminate a minor monthly expense. PSNH bill discussed at length, usage numbers seem extremely high. Checks for invoices approved tonight will be available for signature tomorrow.
- **Stafford Regional Planning Commission (SRPC)** – Following the concern over the high electric bill Ed Comeau, SRPC Rep. from Brookfield addressed the Energy and Technical Assistance Program that is available; it is funded by the American Recovery Act. The program has onemore year of funding. One feature of the program is energy audits. Another program is a

web based tool that analyzes usage, a binding agreement is required for the web based tool. The tool is free for one year, cost after the first year are unknown at this time. The walkthrough energy audit does not require a binding agreement. The Selectmen will arrange for the walkthrough energy audit.

- **Tax Collector** – Diana reported on recent elderly/disabled tax deferral approved for one of our property owners. The property owner has decided not to accept the deferral as it results in a lien being placed on the property; she has requested and was granted a refund of the interest charged while waiting for approval of the deferral. The refund is \$54.26. There is one property up for deeding this year, if payment is not made by the May deadline the property will be deeded on May 12th. Diana reminded the Selectmen to provide an answer regarding the LUCT on two properties in Drew Subdivision; the property owner is awaiting an answer.
- **Town Clerk** – Virginia requested a copy of the ledger size tax maps for her office, currently when tax map copies are requested she is unable to provide them as they are locked in the Assessor Clerks office. Jessica will provide Virginia with a set of the ledger size maps.
- **Assessor Clerk** – Nothing to report.
- **CEO** – Ed reported; things are fairly quiet besides inquiries regarding fire that occurred on Wentworth Road several months back.
- **Road Agent** – Ed provided the Selectmen with a list of future projects including associated cost for each. The Selectmen will review and prioritize the list. Attention brought to two items not on the list; guard rail on Clark Road near Pike Brook and cover over tanks at Salt Barn. The list provided did not include all “small” projects; the Selectmen requested a more comprehensive list. Once provided the Selectmen will be review and prioritize the list, additional items will be added as needed.
- **GWRSD** – Ernie reported; renovation/expansion project is on schedule. Wolfeboro Friends of Music has purchased a 1919 Concert Steinway for the Arts Center. The Friends of Music has raised 1/3 of the funds required to purchase the \$75,000 completely refurbished piano, additional contributions are requested, contact Ernie for more information. A team of three representatives traveled as far as New Jersey in search of the piano. The piano will be provided at no cost to the district. The climate controlled environment is being addressed currently. The Arts Center provides a climate controlled environment but it may not meet the standards required for the piano. If additional work to the climate controlled area it will not come from school funds.
- **Heritage Commission** – Marilou reported; the commission welcomed their new Selectmen’s Rep. (Clifton) at the last meeting. Current commission work includes document on all historic sites in town. Plans for Old Home Day are underway; this will be a group effort with the Agricultural and Conservation Commissions. Salmon Falls Architecture was contacted regarding their quote for the survey, their charge is still the same as originally quoted. A firm for the study has not been selected yet. The commission meets again next Wednesday.
- **Planning Board** – Tom Whelton reported; the special meeting with Cynthia Copeland needed to be rescheduled. Decision not to pay dues to SRPC discussed, a formal letter informing SRPC needs to be drafted and mailed; Tom will handle. The Selectmen and Treasurer requested a copy of the letter. The board is currently working on zoning certification, this is required yearly. Tom addressed several website issues; Eugene Hayes has written a letter to the Planning Board requesting the website to be more up to date. The board is also having an issue with email going through that is sent to planning.board@brookfieldnh.org. The Selectmen will look into issues.

Several questions arose regarding the decision not to pay dues to SRPC; will we be joining LRPC and what happens to the money for the dues? By law the town is required to be a member of a local planning commission; our two choices are SRPC and LRPC. Ed Comeau explained that the Planning Board is still a member of SRPC, they are just not a dues paying member. Dues go to fund projects and grant work, over the past several years we have not used these services, if the time comes that these services are needed money is in the budget. If needed, we can pay the dues and utilize the services. Another change is we now only have one vote; dues paying members have two votes. Public concern expressed about only paying dues when services were needed.

- **Forest Fire Warden** – Brad reported; conversion of the town truck to a forest fire unit will occur this weekend. Brad asked that the return of the Airgas containers be delayed a few weeks so he can use them for the conversion.
- **Road Committee** – Brad presented a recommendation to appoint Geary Ciccarone to the Road Committee. **MOTION: Clifton moved to appoint Geary Ciccarone as a member of the Road Committee, seconded by Bill. A vote was taken, all in favor, motion carries.** The committee still has one open position; interested parties should contact Brad or the Selectmen.
- **Other** –
As the town prepares for town clean up day Ron Fountain and his wife have cleaned up a majority of Clark Road and a portion of Lyford Road, both were quite littered; he suggested we consider a possible fine for littering. The Selectmen will take under advisement.

Town Cleanup/Breakfast – Annual Town cleanup day is scheduled for April 30th. The Selectmen will be serving breakfast from 8-10; the Conservation Commission will be handling the town cleanup portion of the day.

Newsletter – The deadline to submit information to be included in the town newsletter is May 16th. All information should be submitted to Sue Jalbert.

New Business:

MOTION: Clifton moved to go into non public session pursuant to RSA 91-A: 3, 11 (c), to discuss legal issue, seconded by Bill. A roll call vote was called; Ernie – yes, Clifton – yes, Bill – yes.

Motion carries.

The Board met in non-public session. The Selectmen discussed a property tax issue. Clifton is authorized to contact town attorney regarding the issue.

MOTION: Clifton moved to come out of non public session seconded by Bill. A roll call vote was called; Ernie – yes, Clifton – yes, Bill – yes. Motion carries.

Out of Non-public Session

MOTION: Clifton moved to seal the minutes for perpetuity, seconded by Ernie. A roll call vote was called; Ernie – yes, Clifton – yes, Bill – yes. Motion carries.

Mail reviewed. Meeting adjourned by the Chairman at 9:45 PM.

Respectfully submitted,

Jennifer Sonricker
Administrative Assistant

Correction/Amendments to April 26, 2011 Selectmen's Meeting:

- 1) Bill Nelson requested correction to Page 3, under the Tax Collector's report. In sentence 5 he requested the acronym LUCT be spelled out; should read "Land Use Change Tax (LUCT)". Motion to approve as amended made and passed on May 10, 2011.
- 2) Bill Nelson requested correction to page 4, under "Other" section. First paragraph remove "he suggested", add "it was suggested". Motion to approve as amended made and passed on May 10, 2011.