

**TOWN OF BROOKFIELD, NH  
267 WENTWORTH ROAD  
BROOKFIELD, NH 03872**

**SELECTMEN'S MEETING MINUTES  
MAY 24, 2011**

**ATTENDANCE:** Ernie Brown, Chair, Clifton Camp, William Nelson  
Treasure Marilou Maclean, Assessor Clerk Jessica Robischoeu, and Road Agent/CEO Ed Nason

**SPECIAL GUEST:** Bill Letsky, Virtual Town Hall, Maynard, MA

**PUBLIC IN ATTENDANCE:** 6

**REPORTER:** Heather Terragini

**VIRTUAL TOWN HALL DEMO-** Bill Letsky, Vice President of Virtual Town Hall of Maynard, MA, presented a demonstration of the Virtual Town Hall Website service. He noted that VTH offers the best practices for site structure & department content with their single focus on municipalities. VTH provides first class software and unparalleled ongoing support staff available Monday thru Friday 9-5. This service is user friendly to all. There are two phases in developing the town's web page: Phase One: the design period- approximately 2 weeks, Phase Two: site development with Town staff, approximately 8 weeks. The cost is a one time start up charge of \$3500 and then an annual maintenance cost for hosting and ongoing support of \$1500 annually.

**Approval of Minutes:**

- **4/26/2011- MOTION:** *Ernie moved to accept the minutes for the Joint Loss Management Meeting from April 26, 2011 as presented, seconded by Clifton. A vote was taken, Ernie and Clifton in favor, Bill abstained; motion carried.*
- **5/10/2011- MOTION:** *Clifton moved to accept the minutes from May 10, 2011 as presented, seconded by Ernie. A vote taken, Clifton and Ernie in favor, Bill abstained; motion carried.*

**No Public Comments**

**REPORTS OF TOWN OFFICIALS PRESENT**

- **Treasurer-** Marilou presented two checks to be signed and bills. Town budget was submitted through the end of April and a comparison of the amount paid for electricity and fuel used in the Town Office/House for 2009/2010/2011(until the end of April). Marilou stated that we have used only 100 gallons less in 4 months than the entire 2010 year. A question was asked if there was a leak in the tank and the answer was no. The day before the meeting, an energy audit was completed on the town buildings and a duct was off the furnace to the schoolhouse, heating the outside instead the inside of the building. Ernie stated it was repaired by Tom Hill today. Clifton noticed in the report for the heating fuel that the 2010, 1224.6 was used. Ernie commented that he will update once the report is received from the Energy Auditor, Bill Snell. Marilou stated that the checking as of the meeting, before this day's bills, \$151,115. Owed to the school by the end of June is \$108,445 and this day's bills equaled about \$3,800.

Ernie thanked Jessica as the Assessor Clerk for getting the Tax Warrant out to the Tax Collector, Diana Peckham with all the information needed for the tax bills. He went on to thank Sue Jalbert for getting the Newsletter out early and for Dick Peckham for folding and stuffing all the envelopes with tax bills and the newsletter making the bills go out a little early. Noting this was on time smooth operation.

- **Administrative Assistant/ Assessor Clerk-** Ernie asked Jessica Robischoeu to describe to the public her assuming the roll as Admin Assistant in order to take the Selectmen minutes and has enrolled in assessor courses this week in Concord NH.

**Cemetery Trustees** - Marilou assisted Frank Frazier in placing flags at the Cemetery of the Veterans on Sunday for Memorial Day. Marilou added that Frank Frazer's 13<sup>th</sup> year to perform flag duties at cemetery.

#### **Code Enforcement Officer -**

- Ed commented that most of the "timber warrants" were done except for three. Three people that have not filed reports as of date of meeting and 2 were "no cuts". All collectable timber taxes are in warrant and completed. All else is quiet for code enforcement at this time.
- List of Road Agent projects added to meeting with price estimates and time will be factored in to each project.
- Tumble Down Dick Road "cut outs" – A citizen complaint raised concerns that stonewalls and trees were being removed and Ed commented that due to drainage stonewall were moved in order to allow for drainage and tree removed in accordance with tree tagging and notice. All three selectmen went to the property.
- Grading Tumble Down Dick Road additional maintenance ready for grading and culverts cleaned out. Also commented on work on "hill" and possible use of recycled asphalt and the benefits of using recycled materials.
- Weather permitting grading will begin once roads dry out.
- Rent chipper at \$550/day and high limbing - budget and amount to be determined.
- ASAP items fix mud holes on Walker Rd. and Burwell Rd - unable to repair due to ongoing weather conditions. Estimated repairs are similar to load of gravel and grading of the areas.
- Pleasant valley road - pile of dirt removal - weather permitting we will remove
- Stumps on Eaton Road - to be removed and in some cases cut lower/possibly remove.
- Shoulder work on Pleasant Valley Road - maintenance needed on shoulders.
- Cracked sealing in pavement - 3 person job plus materials/labor/propane.
- Bill noted that selectman will go over list as provided by Ed and prioritize list and budget accordingly.
- 2 proposals for guardrail replace on Clark Road provided to committee.
- Proposals discussed for grinding and resurfacing for Stoneham Rd & Tibbetts Hill Rd between AllState Paving & FR Carroll- Ernie state this is just information until we get all bids in. Ernie also noted that this is good that we have multiple bids versus others years we were too small for multiple bids.
- Ernie read a letter presented by Ed asking the town to rent to TEN Construction, the Town Maintenance Building. Bill asked Brad needs access to the truck in the building? Ed states it goes to Crowell's to get fixed. Clifton had a concern regarding TEN property, and liability for the town and that we would need to contact our insurance carrier first and then bring it to the town's people for discussion. Ernie to check with the insurance carrier.
- TEN Construction Contract was discussed - Ed had a question on #14- Indemnification- where there is a call in the attorney Laura Spector for an answer. Bill raised a questioned regarding #7 "procedures as communicated by the Town"- Clifton clarified that in previous meetings, authority was given to the Selectmen to represent the town in this 3 year contract for TEN Construction.- Unless terminated under #8.

- Ernie & Clifton stated that this 3 year contract is a significant improvement from the past. They have paid for Ed to take many classes.
- Ed questioned the fuel surcharge on how to handle the 3 months fuel adjustment. (#19 in contract) Clifton stated that the rate has not been changed since 2007. Ed has not raised his rates for fuel in 4 years. Clifton asked for a new rate sheet with the contract.
- Clifton also discussed on possibly purchasing fuel from the State Shed instead of the gas pump. The bill will come to the town then Ed will pay the bill.
- Contract on #2 stated the term beginning May is changed to June 1<sup>st</sup>.

**MOTION:** *Ernie moved the acceptance of the independent contractor agreement to be effective the 1<sup>st</sup> of June, 2011 with the rates to be worked out by the effective date and that starts the 3 month clock. A vote was taken, Clifton seconded, Bill questioned if the contract is approved and something changes before June 1<sup>st</sup>, how will it be changed? Clifton stated that they are only voting on the language of the contract and subject to the rate sheet. All agreed to have the contract signed by June 1<sup>st</sup> and the rate sheet by June 1<sup>st</sup>. No further discussion. Bill agreed to approved the language. All in favor, motion carries.*

**GWRSD-** Ernie represented for the school board. The contractor for the construction will be working 12 hour shifts 6 days a week throughout the summer. There will now be 3 supervisors on site for the summer. All Geothermal will be complete by the fall.

**Heritage Commission-** Marilou presented that in next week's Heritage meeting that they will be discussing 2 contracts for the town house survey and present a recommendation spreadsheet at the next Selectmen's meeting. Time frame for the grant where the work needs to be started in June/July and have the report done by August. On 6/11 10-2pm The Heritage Commission & Wakefield Commission will meet in Wakefield and then go out to a site with an archaeologist to teach how to record the site. Ernie added that the water tank will be replaced tomorrow at 2pm.

**Joint Loss Management Minutes:** Ernie noted it was already previously discussed.

**Parks & Recreation Committee-** Clifton stated nothing to report

**Planning Board:** Clifton stated nothing new since the last time.

**Webmaster:** Clifton stated that the VTH would give the town a professional website and a better venue to the town people including notices, forms and minutes. Clifton stated it will be money well spent. Bill stated he has some reservations but overall thinks it is a good idea. Ernie stated that just the response from the public regarding our website prompts us to get a better website. Clifton added that the Planning Board alone received 90 letters from the towns people regarding the website.

**MOTION:** *Bill made a motion to approve VTH as our webmaster, Clifton seconded, all in favor, motion carries.*

**MOTION:** *Ernie moved to accept Rose Zacher as volunteer for the Website Committee, Clifton Seconded, Bill, third- all in favor- motion carries.*

**Town Audit-** Report completed- the town now has 45 days to review it before it is sent into the state.

**MOTION:** *Clifton made a motion to accept, Bill seconded, Ernie agreed as he had already reviewed the report. Motion carries.*

Ernie recommended that both read it and Ernie will then get it in the mail once complete.

**Old Business:** Townhouse updates- Clifton stated that the town house is in need of scraping and painting. This year should be the front with the next years to follow on the sides. Ernie will look into getting bids and report. Ernie stated that Nate Fogg will be at the town house on June 28<sup>th</sup>, 2011 with the Perambulation Report

**New Business:** Ernie stated the SRPC Energy Audit was completed yesterday and Ernie will update the result at the next meeting. Ernie went on to state that the State sent out a Flood Plain Management Report, one to the selectman and to the Planning Board and he has asked Ed Nason through the Planning board to investigate the report. Public comment from Tom stated that the Auditor for the energy report, John Snell was very impressed with the town hall. Ernie noted that the Auditor was very thorough in this inspection.

Ernie stated that mail will now be addressed and Timber Warrants to be signed for Ed and Certification of Yield Tax signed for Diana.

Respectfully submitted by  
Jessica Robischeau, Administrative Assistant

\_\_\_\_\_ Date \_\_\_\_\_