

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

SELECTMEN'S MEETING MINUTES

July 26, 2011

ATTENDANCE: Selectmen Ernie Brown, Chair, Selectmen William Nelson, Selectmen Clifton Camp
Treasure Marilou Maclean, Assessor Clerk/Administrative Assistant Jessica Robisneau, Tax Collector,
Diana Peckham

***Meeting began at 6:30pm
Clifton led us in the ledge of Allegiance***

PUBLIC IN ATTENDANCE: 5

Public Comment:

Ron Fountain thanked the selectmen for addressing his concern of the farm stand's position to his line of sight of exiting his driveway. The code enforcement officer looked into the concern and since the stand was moved 10-12 feet, it is no longer a concern. Ron Fountain thanked Mr Ciccarone for moving it. He also stated that thanks to Ed Comeau of governmentoversite.com, he was able to watch the rest of the 7/12/2011 Selectmen's meeting, since he had to leave early, and was not able to address his concern for the farm stand. He was able to speak with Clifton before leaving and Clifton then brought up the concern on his behalf. Ron Fountain clarified a statement made in the previous meeting that was stated- Ron Fountain did not like people parking on the driveway and he stated he does not have any problem with this.

-Ron Fountain went on to say he received a letter from the assessor's office stating that Mr Ciccarone's firewood business has been sold, therefore no longer posing a noise level depreciation for his property. He went on to state that this is not completely accurate. Ernie addressed this in stating that the information he received was misinterpreted and the piece of mill equipment that was causing the noise, was sold. Happy's Firewood is still in business. Clifton reiterated that Mr Ciccarone is still in the firewood business. Avitar reassessed the noise level and found it to be nonexistent and adjusted the property values back to the original assessed values. Ernie stated it is his intention that a new letter will be mailed to the same property owners with an explanation of this.

Approval of Minutes:

Bill asked for the following changes to be made to the July 12, 2011 Minutes:

- 1) Page 1 of 5- Under Pledge of Allegiance- change to *recited by Bill*.
- 2) Page 1 of 5- Selectmen received a letter regarding- *change MMR to Moose Mountain Road*.
- 3) Page 2 of 5- Under Code Enforcer/Road Agent- second line- Almost the 8.5 tons- *ADD of cold patch*.
- 4) Page 3 of 5- Clifton asked if the pull saw works and Ed stated it is being – change from worked on to *looked at*.
- 5) Page 3 of 5- Under Webmaster- Ernie stated a plastic- *insert mail*- before tray.
- 6) Page 4 of 5- Under New Business- 7th line down- to look into a sign stating- change “not a road maintained” to *“road not maintained by the town*.
- 7) Line just below last change- A resident- *change from call to called*.

07/26/2011- MOTION: Bill moved to accept the minutes from July 12, 2011 as amended, seconded by Clifton. All in favor to approve as amended on July 26, 2011

REPORTS OF TOWN OFFICIALS PRESENT

Treasurer- Marilou stated she did write a check to purchase 800 gallons of propane from Eastern Propane for \$3.49.9. Marilou will file, tomorrow, 2nd and 3rd quarter payroll taxes. Marilou asked Bill if he called Carroll County Oil to prebuy oil? Bill stated when he called, they stated the pre buy price was \$3.49.9 not \$2.49.9 but the person on the phone stated the secretary was not in and to call back the next day. He called back the next day and the price was 20 cents more than the previous day. Clifton asked to call Eastern for their prebuy price at 1250 gallons. Marilou checked last year's records and we signed up for 1250 gallons of oil and signed up for 700 gallons of propane. Bill will make the call. He also stated to ask about the Rack Plus program.

Tax Collector- Diana stated that tax collections are up over 91% which is very good. Reminder letters will be going out at the end of August for the remaining property owners in which payment has not been received. Diana raised concern over the Drew Farm current use issue where 2 lots were taken out of current use by Avitar. Clifton stated it will be discussed under Assessor Clerk but made a statement that we are waiting on Avitar's information regarding this matter.

- Diana raised concern over another piece of property Map 7 Lot 7 & 7-1 a recent subdivision sold where the new 7-1 was created with 2 acres and Lot 7 has 98 acres. The new owner was incorrectly billed for the entire 100 acres of land where it should have been 2 acres. The assessment cards were corrected in the assessing software but the billing is not correct in the tax collect system. After working with Avitar, they did not seem to know why there was a problem and stated that this should automatically correct itself when the next tax bill is issued.

- She also stated that all subdivisions in town are listed alphabetical but this one was assigned as a number. Clifton asked whom determines the lots and Diana stated from discussing with Jessica, and looking at the map, it appeared it was the planning board.

- Lastly, Diana would like to see a procedure for abatements and refunds for the assessor clerk and tax collector and treasurer. She feels it is necessary to have a procedure on how to handle this between the departments, including letters. Marilou stated we should speak with other towns regarding their procedures. She would like to sit down with the selectmen, assessor clerk and treasurer to come up with a written procedure. Clifton stated it was a good idea for anyone whom may acquire a position once it is left, to have a written procedure.

Assessor Clerk- Ernie stated that he and Jessica will be working on a letter to the property owner abutters to Happy's Firewood amplifying the previously discussed information with the other two selectmen's approval.

- Drew Farm- Ernie called Jim Bennet and Don McWhirter regarding the current use issue and he has reviewed the RSA's with regards to taking property out of current use. He reiterated that once you put in a driveway and prepping it for a house in a subdivision, the RSA is very specific and states it can no longer remain in current use.

After speaking with legal council, DRA and Avitar, they stated the portion of the lot that was prepped for a house needs to come out of current use. This then causes 2 tax bills on the property and a lot of confusion. Ernie then went on to explain that he received a letter from DRA stating that they received a call from Mr McWhirter about taking the land out of current use. Due to that phone call, DRA went to the subdivision and documented with photographs the lots prepped. RSA 97A Paragraph 4 & 4A was cited explaining to the public the only way land can and cannot be in current use. It states you can do fractional current use on a piece of land.

Ernie stated that Mr McWhirter has asked that the entire subdivision be taken out of current use. Ernie asked Mr McWhirter for a letter in writing stating this but no letter has arrived. Clifton stated Mr McWhirter said he sent a letter for all the lots to be taken out of current use when the property was first purchased but the original letter has not been found in the files. Mr McWhirter sent Clifton a copy of the letter. Clifton questioned why Avitar took only 2 lots out of current use when all lots have been prepped for a house? Ernie stated we are still awaiting word from a most recent road assessment from Avitar.

- Bill questioned if the property owner has the right to take the land out of current use? Clifton responded with no, unless it has met the one of RSA guidelines to removing the land from current use. Ernie stated you could also take it out of current use if you pay all the past taxes from the years of being in current use.

Cemetery Trustee: Two burials took place this week for Albert D Gosselin- buried in the Gosselin property burial ground on Tibbitts Hill Rd and Helen M Dixon, cremains were buried in Hansen Trust Burial Ground on Wentworth Rd.

- Clifton stated that the Cemetery Trustees requested that instead of selling the pole saw that it would be given to them in order to cut back overgrowth at these cemetery's. Liability concern was raised as the pole saw is town owned and what if a volunteer got hurt while maintaining the cemetery. Marilou assured there is liability coverage for volunteers in any event of injury. It will be checked to make sure it is in safe working order before it is given to the Cemetery Trustee Commission . It will be a town owned and maintained piece of equipment.

MOTION: Clifton made a motion to the give the pole saw to the Cemetery Trustee Commission, once it is checked. Bill seconded, all in favor- motion passed.

It was noted that Bill approved with reservations of liability.

- Bill asked that a written log be made for every time a volunteer checks out and checks in the pull saw and their volunteer hours.

- The Weeks Cemetery was mentioned needing work, as there are stones that have fallen. Clifton suggested contacting the local Boy Scout/Eagle Scout Troop as they look for projects to complete their Eagle Scout requirements.

- Moose Mountain's Trickey Cemetery was also mentioned where all the stones have fallen.

Road Agent: Ed Nason was not present- Ernie spoke with Ed regarding road projects:

- Gravel was placed down on Stoneham Rd today and will be completed by Wednesday night. It will be paved in the next few weeks.

- Two new culverts were put in.

- Clifton questioned the Treasurer if any of the bills went towards the new construction on Stoneham as he wanted to make sure there was a reserve at the end of the summer for early winter snow removal.

- Eddie would like to know if he can do the project of ditching near Mr Byrne's house on Stoneham Rd. The Selectmen decided to defer the discussion until the next meeting and Clifton wants the Treasurer to check the Road Agent's budget.

- After the pavement is down for Stoneham and the beginning of Tibbetts Hill Road, they will be grading and spraying the remainder of Tibbetts Hill Rd and Burwell Rd.

- Some of the Time Warner cable was buried on Garney Road

- A member of the public stated that a large pine tree on Lyford Rd where the logging is being done has been hit and appears it is in danger of taking power lines down. Ernie will contact Ed regarding this matter.

- Ed's phone has broken and gave Marilou the information on a new phone with a camera. Marilou asked for permission to go to Wolfeboro Verizon to view the phone. Selectmen gave permission.

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Emergency Management: Brad was not present but he discussed with Clifton that the first aid kits in the

office building and town house were insufficient and asked to look into getting new emergency supplies. Clifton had an emergency supply catalog and showed the selectmen a 4 shelf emergency supply 'kit' which can aid up to 30 people. He received a quote of \$199 for the equipment and cabinet. He would like to get one for each building. Bill asked about any date sensitive material and Clifton stated there are no medications with the exception of eye wash and skin solutions which are date sensitive. In addition, Clifton would like to for 1-2 First Aid Kits on the go, in the case that the ambulance is busy. We have certified EMT's in the town who could respond if they had the right equipment. Also, an infection control kit with a cost of \$39. Marilou stated there is \$2500 in the budget and none has been used as of today. They were looking into buying cots also but Clifton feels these kits are a higher priority than the cots.

MOTION: Clifton made a motion to purchase the medical supplies as discussed, 2 cabinets (4 shelf emergency kit), 2 On-The-Go 1st Aid Kits, 2 Infection Control Kits, Bill seconded, all in favor-motion carries.

Bill discussed possibly installing a shower stall in the Town House school section in case of a power outage. This would alleviate an ADA compliance of a handicap bathroom. Clifton noted that although we are not compliant, it's that we are grandfathered in. We are looking to accommodate ADA. Ernie stated this will be need to discuss for the next March's town meeting.

- Ernie will ask Brad to have the fire extinguishers inspected.

GWRSD- Ernie announced that a press release from the superintendent of GWRSD stating that the contractors have run into addition problems with the school renovations which now has extended school vacation for the middle school and high school with a start date of Sept 22. K-6th grade will start school as previously scheduled on September 6th. A member of the public asked if there was an extra cost and Ernie stated that it is all within the budget originally allocated for this project.

Heritage Commission- Old Home Day is August 13, 2011. Marilou sent the poster to the webmaster to post on the website. Harriet Wilson has been placing posters around town stating the events for the day. There will be exhibits in the town house. Dinner by Seabrisquet from 5-7pm.

-Marilou stated the proposal was received from Salmon Falls Architecture. The grant check was received and Marilou will be depositing this and writing a check for \$1000 as per the contract to start work.

-Clifton would like to thank Craig Evans for writing the grant for this project.

- Ernie suggested the Heritage Commission interview a member of our community and get a living history. He mentioned Cecil Wentworth, whom is a relative and neighbor to Marilou. There was mention of other members in the community whom may contribute to this.

Joint Loss Management: Ernie had asked Rich Zacher to become involved in the committee and was given a folder of information on Joint Loss Management. Rich stated he reviewed all the paperwork and due to the RSA laws, since he is not a member of the board nor a worker for the town, he cannot be involved in this.

Old Business: Moose Mountain Regional Greenways is still looking for a replacement for Dulcie Lavender (the Brookfield Representative). If anyone is interested, please contact Ernie Brown.

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New Business: Ernie stated he had a request for light bulbs in which Clifton stated he will bring them tomorrow.

Non-public session will be held tomorrow, 7/27/2011 at 7:30pm.

Ernie Brown is selling Town of Brookfield t-shirts and sweatshirts with the town logo. T-shirts are selling for \$15 and sweatshirts are \$21.

Next meeting August 9, 2011 at 6:30pm.

Mail Reviewed

Meeting Adjourned at 9pm.

Respectfully Submitted,

Jessica Robischeau
Administrative Assistant

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

- 1) Page 1 of 6- Under Public Comments – line 2,3- 'since the stand was moved, it was no longer a concern. (10-12 feet was eliminated)
- 2) Page 3 of 6- Under Cemetery Trustee- second tab down- typo changed *pull saw to pole saw*.
- 3) Page 4 of 6- Under Emergency Management- second paragraph should read "Bill discussed possibly installing a handicap bathroom with shower in the Town House school section in case of a town

wide emergency.”

MOTION to approve all as amended made and passed on August 9, 2011.