

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

**SELECTMEN'S MEETING MINUTES
August 23, 2011**

ATTENDANCE: Selectman, Ernie Brown, Chair, Selectman Clifton Camp (late arrival of 6:40pm), Selectman William Nelson, Treasurer Marilou Maclean, Assessor Clerk/Administrative Assistant Jessica Robischeau, Road Agent/CEO Ed Nason, Tax Collector, Diana Peckham.

PUBLIC IN ATTENDANCE: 8

The Pledge of Allegiance was led by Dick Peckham.

Approval of 8/9/2011 Minutes:

Approval of Minutes for August 9, 2011:

Correction/Amendments to August 9, 2011 Selectmen's Meeting:

- 1) Page 1 of 4- *The* be added before Pledge of Allegiance
- 2) Page 1 of 4- *A* be added by Moment of Silence
- 3) Page 1 of 4- Under Motion – by Bill to approved- change *all* to *the minutes*.
- 4) Page 1 of 4- Under Treasurer- *Capitalize Selectmen*.
- 5) Page 1 of 4- Under Treasurer- insert *block* to read “highway block grant”
- 6) Page 2 of 4- Under Assessor Clerk- Second line at the end- Wednesday's change to Wednesday s
- 7) Page 2 of 4- Under- Jessica presented an e-mail response to Clifton from Gary@ Avitar regarding the remaining lots, Map 18 Lots 4, 4D, 4G, 4H, 4J, 4K, 4L, 4M, 4P, 4Q
- 8) Page 2 of 4- Next line, last word, change was to *were*
- 9) Page 2 of 4- Next line, second word, change were to *has been*
- 10) Page 2 of 4- Under Code Enforcement Office/Road Agent- fifth line down, then (insert) *if* a refund or an adjustment should be made, it will (insert) *then* be done.
- 11) Page 2 of 4- Next line, Stoneham Rd & Tibbetts Hill Road- change the & to *and*
- 12) Page 2 of 4- Next line, Ed stated- change to *estimated*
- 13) Page 2 of 4- Lyford Rd was – change from regarded to re-graded.
- 14) Page 2 of 4- Under Heritage Commission- second line down- last word, town to *Town*.
- 15) Page 2 of 4- Fourth line down, change school house to *schoolhouse* and whom to *who*.
- 16) Page 2 of 4- Next line, from 5-7 (insert) *p.m.*

- **MOTION:** *Bill moved to accept the minutes from August 9, 2011 with changes noted, seconded by Ernie. A vote taken, both Ernie and Bill were in favor; motion carried. (Clifton was not present)*

No Public Comments

REPORTS OF TOWN OFFICIALS PRESENT

- **Treasurer-** Marilou presented the updated budget as of July 31st 2011. Bills were presented and signed. A discussion between the Selectmen was made regarding the Avitar bill which was on hold from the last Selectmen meeting. Avitar billed the town for a phone call from a Brookfield property owner. Ernie stated he will speak with Avitar regarding this phone call.
- **Tax Collector-** Diana Peckham explained there was a problem with one of the deposits made to TD BankNorth in July. This involved 39 property owner's checks made for their taxes. Their

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checks were received by Diana and then deposited at the TD BankNorth Bank in Wolfeboro, NH, in which a deposit slip was received. The checks were lost by the bank after the deposit was made. After the bank deposited the money into the Town's account, the checks were lost, which resulted in the bank removing the money out of the Town's account. After speaking with the manager, regarding what had happened, the money did not get re-deposited. Ernie called the Town's lawyer, whom then got involved. Laura Spector spoke with the bank on the Town's behalf and stated the money needs to be placed back into the account by the Selectmen's meeting or action will need to be taken. The money was re-deposited into the account as of today, August 9, 2011. Diana wrote a letter to the 39 owner's involved and read it to the Selectmen explaining what had happened. Diana suggested that once this is resolved, we should discuss changing banks. It was mentioned that any interest that was lost in the time the money was taken out of the account and then re-deposited, was reimbursed by TD BankNorth. In addition, if the 39 owner's cancel their checks that were lost, the bank should also reimburse any fees incurred.

- Diana expressed concern over a closed meeting the Selectmen had with a resident where taxes were abated. She stated she will not abate taxes without a formal letter from the Selectmen telling her to do so. In addition, a payment plan was accepted for taxes due on a different year, and she will need instruction on how to proceed with this. She stated that a deferral of taxes should have been agreed upon instead of the abatement.

- **Assessor Clerk- Jessica Robisheu** stated the MS-1 report is due to the DRA by September 1st, 2011. There was a question regarding a recent letter by Avitar stating the utility values have changed. The cost for a system update is \$1,300 by Avitar. A question was raised regarding what is covered under the Avitar Contract. Ernie stated he will call Avitar. An extension was signed by all Selectmen for a later submission of the MS-1 report until the Utility values are discussed with Avitar.
- **Cable Committee-** Bill received communication from Frank Frazier stating that he needs to step down as Chair due to work commitments.

Motion: A motion was made by Clifton to accept Frank Frazier's resignation as the Cable Committee Chair, Bill seconded the motion. All approved- motion carries.

- **Cemetery Trust-** John Nelson brought 3 issues to the Selectmen:
 1. Tom Hill has been a great help with the cemeteries and brought to John's attention the cemetery on Lyford Rd. There are two trees which need to be dealt with as they are partially dead and overhanging the graves. Grave stones are in jeopardy of being broken by these branches. He asked for suggestions of contractors that may be able to remove these trees within their \$500 budget. John stated that as soon as he gets costs related to this, he will present them to the Selectmen.
 2. John discussed the safety issue of the pole saw. He agreed with Bill that we should have the highest safety for the use of this piece of equipment. He feels we need to look into the issue with the Town's lawyer before it is used.
 3. Marilyn Bushman brought up that during a 2009 seminar attended for Cemetery Trustees, where they stated it is required by RSA 289:4, that all town cemetery's are to have a gate. Our cemetery does not. She received an estimate from a place in Milton for the cost of the gate and to have it properly installed which was \$750. Clifton asked for a formal written request from the Trust Committee to be presented at the next meeting.
- **Code Enforcement Officer/Road Agent-** One Intent to Cut was submitted for Map 4 Lot 22 B. Smith. It was signed by all three Selectmen. Ed said he plans on meeting with the state on Thursday regarding the two timber tax abatement/refund requests received and discussed in the last Selectmen meeting. He will discuss the results at the next Selectmen meeting.
 - Bill asked Ed why the stonewall at the Lyford Rd logging site was not complete? Ed stated that he

asked the loggers, once the job was complete, to replace the wall as it was previous to the logging. The wall was never complete. In addition, Ed said they have applied for a permanent access driveway to the state. The forester told Ed that it was granted and the Selectmen will be receiving a copy of it.

- Most of Stoneham Rd has been shouldered and will be complete in the next few days. Tibbetts Hill Rd. and Burwell Rd. will be graded this week.

- Ed is going to try to get Mr. Badger's written permission and consent for the culvert just below Mr. Byrne's house by the next meeting.

- If the budget permits, Ed would like to repair a heave on Clark Rd near the railroad.

- Ed presented a list of town equipment with his best price estimate for each piece of equipment to be placed for bid. He did research online and made phone calls to various people whom were familiar with the equipment. Bids will be placed in the paper.

- **Emergency Management-** Clifton stated the cabinets are in and he plans on picking them up once he has a chance.
- **GWRSB-** Ernie stated the school Board meets in October. He asked the board to meet to the Brookfield Town House. Opening Day for school is on schedule for 09/19 for the middle school and high school and 9/6 for the elementary schools. There are currently 300 people on site working and when school starts, it will be reduced to 100.

Heritage Commission- The 3rd Annual Old Home Day was held on August 13th. It started with an all you can eat Pancake Breakfast and the Town House was open from 11-3pm. The dinner was a success. Marilou stated last year 66 tickets were sold and this year, 91 tickets were sold. Dick Peckham led a hike up Mountain Lake.

- **Joint Loss Management-** Next meeting noted for 9/13/11
- **Webmaster:** Jennifer Sonricker stated an email went out the department heads to give their availability to meet with Virtual Town Hall the first week of September. A reminder email with sent this week to complete the survey requested by Virtual Town Hall. She stated if all goes well, they should be ready to go live the first of October.
- **Other- MS-4:** The MS-4 is due to the State by September 1st. Clifton explained this is a re-estimation of revenues for the town. Marilou reviewed the budget figures with the Selectmen.
- **Old Business:** Bill asked what was determined on the Drew Farm Lot 18 4B & C and the other lots in the subdivision. Ernie stated that Avitar found that only B & C were disturbed which were taken out of current use while the other lots were not disturbed and still qualify to remain in current use.
 - **New Business:** It was stated that rabies season is upon us. A rabies clinic will be held in Ossipee at Farmers Supply for \$15 a vaccination.
- The Selectmen notified the public that a rabid bat was found and a rabid fox found in Brookfield. If any unusual animal behavior is seen, please call the Wakefield Police Department to notify Animal Control.

- Ernie spoke with the Town of Wakefield regarding their policy and procedures. They stated they strictly use the state RSA's only. Clifton suggested that each department should have their own standard operating procedure binder.

Next meeting September 13, 2011 at 6:30pm.

Mailed reviewed

Meeting adjourned at 9:00pm

Respectfully Submitted,

Jessica Robisneau
Administrative Assistant