

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

**SELECTMEN'S MEETING MINUTES  
October 11, 2011**

**ATTENDANCE:** Selectman, Ernie Brown, Chair, Selectman William Nelson, Selectmen Clifton Camp Assessor Clerk/Administrative Assistant Jessica Robischeau, Treasurer, Marilou MacLean, Code Enforcement Officer/Road Agent, Ed Nason.

**PUBLIC IN ATTENDANCE:** 4

The Pledge of Allegiance was led by Ernie Brown.

**Public Comments:** None

**Approval of Minutes for September 27, 2011:**

**MOTION:** *Bill moved to accept the minutes from September 27, 2011 as presented, seconded by Clifton. A vote taken, all were in favor; motion carried.*

• **Guest Speaker- Nate Fogg:**

Mr. Fogg stated he was not finished with the Perambulation Report as he needs to visit a few more areas which he will be able to do within the next few weeks. He presented the Selectmen pictures taken of stone and markings on the borders between the abutting towns of Middleton, New Durham and Wakefield lines. He stated the markings were easy to find as they were not moved nor tampered. The completed report will be presented at the first meeting in November.

**REPORTS OF TOWN OFFICIALS PRESENT**

**Treasurer-** Bills and checks were presented to be signed. Marilou stated she had been in contact with four local banks and gave them information about the Town accounts, about a month ago. Two of the banks presented a proposal to Marilou- Meredith Savings Bank and Profile Bank. Marilou is waiting for the other two banks. Attached are the banking proposals for the two banks.

There were questions regarding the Avitar bill where they are charging the Town for phone calls made to Avitar by a property owner and charging the town for a Utility/Telecommunications assessment. Clifton asked that we look at the Avitar contract which was brought out. According to the contract, there is no place that states that Avitar will charge for property owner's calls. In addition, it states that included in the contract, Avitar will provide the town with any utility updates at no extra charge. Jessica stated in speaking with Michelle at Avitar, that the Telecommunication update is not considered a utility update. Clifton stated that telephones are utilities. Clifton read the letter from Avitar stating why the Telecommunications rates have been updated. The methodology for determining the assessment of the Telecommunications was read by Bill. Clifton feels this is a contract issue. Ernie challenged Bill to call Avitar regarding these charges. Also, the Town Attorney will be faxed a copy of the contract and be notified of the contract issues.

**Administrative Assistant/Assessor Clerk-Jessica Robischeau-** The MS-1 was presented to the Selectmen for signature and then will be faxed and mailed to DRA. She stated that Susan Warren has contacted her regarding setting a date for the Brookfield Craft Fair. It is booked for Dec 3<sup>rd</sup> and an Event Form was e-mailed for completion.

- **Code Enforcement Officer/Road Agent-** Two building permits were issued: Map 10 Lot 7 and Map 26 Lot 19- both for installation of metal roofs. Ed then presented the Selectmen with a letter of resignation as Code Enforcement Officer/Building Inspector. He stated his decision was based on State Building Code issues and not with the Town. He feels he is subject to liability due to the State Building Code. He feels he has become a “no” person telling people to not do things and it’s frustrated him. They have taken the common sense out of it. He would like this to be immediately, as stated in his letter, but the Selectmen asked if he would wait until 12/31/11 or if a replacement presents itself before this time. Ed will revise the letter with this change. Ed asked that he be involved in the hiring process. Clifton stated that Eddie has donated about 98% of his time as Building Inspector/Code Enforcement Officer, to this job since he’s taken it. He does the job for the love of the town.

Bill mentioned there is an abandoned car on Lyford Rd. Ed stated that it is a police issue and they are aware of it.

The crushed asphalt is working beautiful after the rainfall. Stoneham Rd is completely done. They have started road side mowing. Projected projects: Hill on Moose Mountain Rd- Ed has purchased erosion control for steep slopes. There is more gravel that needs to be placed before the weather turns. The sand shed is full. Crack sealing has started. Ed asked for a phone in the Maintenance Shed and Ernie stated to coordinate it with Jessica. Ed asked to rekey the building and he will pay for this. A non-producible key will be needed and to go through Mike’s Lock & Key in Wolfeboro.

**Emergency Management-** Ernie mentioned that Brad has a copy of the Joint Loss Management report and he is waiting for a response. Jessica has read through the report and given Ernie her input.

**GWRSD-** All buildings will have the exterior bricked by mid-November. It will be weather tight by then. There is \$5 million dollars of work left to complete. This should be all complete by July 2012.

Ernie reminded everyone that the school board will be meeting at the Town House on October 19<sup>th</sup>, 2011.

- **Heritage Commission-** The meeting was postponed until tomorrow evening. They may have a new commission member joining them. The Heritage Commission will hold a site survey class on how to perform a site survey on October 29, 2011 at 11am at the Town House. Ernie asked if Marilou has spoken with Salmon Falls Architecture regarding with installing the plastic under the Town House. She stated she has called them twice with no return call. Clifton stated they need to go ahead and get the plastic placed before the weather turns.

**Joint Loss Management-** Next meeting is December 13, 2011.

Ernie proposed to the Selectmen that since there are different hours for the Selectmen and the Tax Collector, he would like to see them changed to 10-2 pm to be consistent. Bill suggested the hours of 10-2, be 9-1pm. Jessica spoke with Diana and she is not willing to adjust her hours as they have been the same for 25 years. It was understandable that Diana did not want to change her hours. Jessica stated that she would rather have a morning shift such as the 8:30am to 12:30pm. It was decided not to change the hours. However, the Selectmen approved the change in the Selectmen hours to 8:30am to 12:30pm the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Friday of the month.

- **Planning Board-** The board worked on the budget last night. This is tentative before legal fees. The new budget is \$6473.33. Legal fees are slated around \$5000. This is a decrease from last year of around \$780. They talked about the Event Permit and more changes to be made. It will be revised and presented at the next Planning Board meeting. They spoke about the Strafford Regional Planning Commission and their Economic Comprehensive Development Strategy where they are looking for projects to get funding for. Brookfield is small and they do not believe they will find any projects that will fall under this Strategy.

**Webmaster:** The website is slated to go live by November 1<sup>st</sup>. The deadline for all departments to

submit information is October 21<sup>st</sup>. The new website address will go out in the newsletter.

**Old Business:** None

- **New Business-** A representative from Frank Guinta's Office will be at the Town Office on Monday October 17, 2001 from 2:30-3:30pm and a flyer will be posted. Bill Nelson will be at the office to meet the representative.

Budgets need to be submitted by the end of October.

Ernie asked Marilou if the Trustee to the Trust Funds has been contacted regarding swapping checks. Marilou stated she would give the Selectmen at the next meeting the expenses through September. The one account they look at is the building maintenance and then will check with the Selectmen for anything else they wanted to ask for and she will present it to him.

Bill would like to rent a power washer to clean the Town Office building and remove the tape off the front door and paint it. Then, in the future no tape will be placed on the door. In addition, the siding needs to be repaired. It was mentioned that the windows in the Town House need cleaning. Ernie stated he will get a hose and clean these windows.

**MOTION: Clifton made a motion for Bill to rent a power washer from Longmeadow to power washer the Town House. The motion was seconded by Bill. All those were in favor. Motion carried.**

Bill also mentioned that the Library Collection bin needs painting. Clifton stated that one of requirements for the bin was that they needed to paint it white with black lettering. Ernie will notify the Library that this needs to be done before the next check is issued.

Clifton stated he will get the light bulbs tomorrow for the interior of the Town Office.

The 1990 Ford F350 will be placed out in the front of the Town House and the Selectmen will be accepting bids with a minimum bid of \$1000. The highest bid will be accepted. The body is not attached to the truck and chaise frame and will not be attached. It will be sold as is, as seen. All offers have to be received prior to the October 25<sup>th</sup> meeting of the Selectmen.

The next Selectmen meeting is on October 25, 2011 at 6:30pm.

Mail reviewed

Meeting adjourned at 9:00 pm

Respectfully Submitted,

Jessica Robischeau  
Administrative Assistant