

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

**SELECTMEN'S MEETING MINUTES
December 13, 2011**

ATTENDANCE: Selectman, Ernie Brown, Chair, Selectman William Nelson, Selectmen Clifton Camp, Treasurer, Marilou MacLean, , Assessor Clerk/Administrative Asst Jessica Robischeau, Brad Williamson, Emergency Management, 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 November 22, 2011:

Bill made a motion to accept the October 25, 2011 minutes as presented. Clifton seconded the motion. All in favor; motion carried.

• **REPORTS OF TOWN OFFICIALS PRESENT**

Treasurer- Bills and checks were presented to be signed. Marilou stated the checks for Meredith Village Savings Bank were received and she will be ordering the deposit tickets on Friday. The funds from the Trustee of Trust Fund will be deposited into the new Bank's account. Marilou stated she will be mailing the Governor Wentworth Regional School District payments for November and December this week. The transition to the new Bank, Meredith Village Savings Bank, will be complete by the end of the year, 2011, with the exception of the last check from the State. The State will deposit into the prior Bank, TD BankNorth, and then Marilou will transfer the funds to Meredith Village Savings. Ernie questioned payroll for the Cemetery Trustees as in the past they were paid for their position. After a discussion, it was determined by the other Selectmen, that this position has been a volunteer position in the past few years and that the monies in the account are to maintain the cemeteries. Ernie announced that at the first Selectmen meeting in January, the 2012 Budget will be announced to the public and then at the second meeting in January, it will be adopted. Two large deposits were made by the Tax Collector for tax payments received for the December bills. Another deposit was slated to be made by the Tax Collector today.

- **Administrative Assistant/Assessor Clerk-Jessica Robischeau-** Jessica announced that a representative from Crystal Rock Waters came in with an offer for renting a water cooler for \$3.55 a month and \$2.39 per 5 gallon water bottle. A Veteran's Exemption was signed for Map 19 Lot 8. A resident had passed away and a new exemption was needed by the surviving spouse for State auditing purposes.
- **Code Enforcement Officer/Road Agent-** Four intent to cuts were signed for: Map 19 Lot 10, Map 20 Lot 3, Map 5 Lot 5, Map 40 Lots 1 & 1A. A few permits were issued for propane stoves and generators. A new permit was issued for solar panels, which Ed had never issued before. The resident asked Ed since Brookfield does not give a credit for solar panels, if there is a neutral assessment for the panels. Jessica will call Avitar on their position of this assessment.
 - Town coffee was held last Saturday by Ed Nason for questions and answers regarding winter plowing. It was well received. Ed would like to hold another town coffee mid-winter. The Moose Mountain Rd hill is now complete. Most of Lyford Road has been graveled and graded. Trees were

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removed behind the Town Office. Eight to ten tons of cold patch was used on Stoneham Road and area roads. The culvert near Mr. Byrne's house on Stoneham Rd was rebuilt.

- **Conservation Commission-** Tom Giguere submitted a written request to Ernie asking that Dick Peckham be appointed to the Conservation Commission in replacement of previous member, Geary Ciccarone.

Motion:

Bill made a motion to approve Dick Peckham as a member of the Conservation Commission. Clifton seconded the motion. All in favor; motion carried.

- **Emergency Management-** Brad presented the Selectmen with the State Hazard Mitigation Contract, to be signed. He explained to the Selectmen and public that this is asking the State for a \$5,000 grant for the Town. Without this, the Town will not be eligible for Federal Disaster Relief. Cots have been ordered and the product should arrive next week.
- **Road Committee-** Brad presented the Selectmen with a list of projects and figures for the projects including recommended priority projects with a long term plan from 2012 to 2015.
- **GWRSD-** Ernie gave briefing on the budget. Gross budget increase was 1.14%. The Kingswood complex building space increased by 49% but the budget for heating and cooling only increased by 23.8%.
- **Heritage Commission-** No scheduled meeting for December. The Valentine Breakfast will be discussed at January's meeting. They will start speaking with the elder residents in town regarding the history of the Town. Ernie met with the electrician today due to the electrical issues identified in the Town House. His first priority is to correct the electrical problem in the attic and then the replacement of the electrical panels in the kitchen and utility room. Once that is done, the Selectment will be asking for bids for blown in insulation in the attic. Ernie has Irving Oil coming tomorrow to correct the thermostat in the Town House which is not responding to control inputs.

Bids for the replacement of the oil tank were received as follows:

1. Irving \$2250
2. Pioneer Mechanical \$2050
3. Kingswood Mechanical \$1800

Bill made a motion to accept Kingswood Mechanical's bid to replace the oil tank under the Schoolhouse for a proposed amount of \$1800. Clifton seconded the motion, for discussion. Clifton asked if the other bids stated that the oil tank would be on a concrete containment. It was determined none of the bids stated they were pouring a concrete containment but the tank will place on concrete blocks to raise the tank off the ground.

- **Joint Loss Management-** The rules and procedure manual was presented to the Joint Loss Committee Chairman. As Bill had not yet read the document, it will be voted on at the next Selectmen meeting. Ernie proposed to change the December 27th Selectmen's meeting to December 28th due to the Holidays. This was agreed to, with the regular meeting starting at 6:30pm and going into a working session at 7:00pm. Additionally, as the election is on January 10th, the selectmen agreed to hold the meeting on the 11th of January. Part of the agenda for the January meeting will include a Budget Presentation and Administrative Session.
- **Planning Board-** The Planning Board is working on the Conditional Use Application. They are coordinating the gravel pit inspections in town. The updated maps for the Flood Maps in Town were received. They voted to accept Rob Collins' working document to clarify the definition of home occupations and cottage industry. This is a proposed revision to the current zoning document.
- **Webmaster:** Training is ongoing for the new website. Rose, Jennifer and Jessica had a meeting

regarding the website training for all Board and Committee members.

Old Business: Ernie received information from Nate Fogg regarding the final Perambulation Report. Unfortunately, he could not locate the Middleton, New Durham, Brookfield corner therefore delaying his final report until next year when the winter is over. Ernie stated that the budget will be adjusted accordingly for 2012.

The next Selectmen meeting is on December 28, 2011 at 6:30pm.

Mail was reviewed.

Meeting adjourned at 8:15 pm

Respectfully Submitted,

Jessica Robischeau
Administrative Assistant