

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

**SELECTMEN'S MEETING MINUTES
December 28, 2011**

ATTENDANCE: Selectman, Ernie Brown, Chair, Selectman William Nelson, Selectmen Clifton Camp(late arrival-6:50pm), Treasurer, Marilou MacLean, Diana Peckham, Tax Collector, Assessor Clerk/Administrative Asst Jessica Robischeau, Brad Williamson, Emergency Management

PUBLIC IN ATTENDANCE: 0

The Pledge of Allegiance was led by Brad Williamson.

Public Comments: None

Approval of Minutes for December 13, 2011:

MOTION:

Bill made a motion to accept the December 13, 2011 minutes as presented. Ernie seconded the motion. All in favor; motion carried.

REPORTS OF TOWN OFFICIALS PRESENT

- **Treasurer-** Bills and checks were presented to be signed. Marilou told the Selectmen she is waiting for a check from the State and she will keep them updated as of the status. Ernie was reviewing the budget and suggested to Marilou that since the Excavation Tax under revenue did not have a dollar figure, an amount of \$25 would be entered. They discussed that a warrant article will be presented by the Trustee of Trust Funds to increase the budget from \$350 to \$450.
- **Tax Collector-** A letter to the Sanbornville Water District was presented to the Selectmen for the signature. It will be mailed to them, along with their receipt of payment for the December 2011 taxes. Abatement forms were given to the Selectmen for approval and signature on four tax abatements. Diana also noted that as of the meeting, approximately 82% of the December taxes have been collected.
- **Administrative Assistant/Assessor Clerk-Jessica Robischeau-** Covered under the Tax Collector. No other items to report.
- **Emergency Management-** Brad raised concern over the Town forestry truck which has not had its plow equipment removed. Since the plow is not off, he was unable to get it into the usual storage location in time before it was sealed up for the winter. A suggestion was made to find out if it was possible for the truck with the plow equipment could be stored in the garage for the winter and pulled out while the road crew needed the garage. Ernie stated he would look into this.
- **Road Committee-** The road committee met last week to finalize and prioritize the road projects for 2012 and future. Attached, you will find the list. The costs listed on the list include grinding but no prep work. (such as brush cutting and tree work) Brad stated that the funds for the projects will be raised through taxes and the balance through the Capital Reserve Account. The Selectmen questioned on the budget the subdivision roads (Pike Brook Rd) being paved at 22' width while the main roads are between 18' and 20' width. Brad stated the subdivisions were required to pave at 22' width. After discussion, the Selectmen made a recommendation regarding the roads, to take a look into setting up a

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Town standard in making all new Town roads at 20' for the future and the issue should be brought to the Planning Board by Clifton to see if they would like to consult the Selectmen to bring the Subdivision Regulations into the Town standard.

- **Joint Loss Management- MOTION:**

Clifton made a motion to approve the Joint Loss Management Procedure Manual as written. Bill seconded the motion. A vote was taken, all in favor, motion carries.

A bid was received by the Town Electrician, Bob Sonricker, to repair the electrical in the Town House. **MOTION**: Clifton made a motion to accept the bid to repair the electrical as noted on the bid, seconded by Ernie. All in favor, motion carried.

Ernie stated his intention on getting bids on blown in insulation for the Town House attic and asked the Selectmen their opinion. Bill questioned if there would be a soffit issue with the insulation. It was believed there are no vented soffits in the building. The work will be reviewed before the bids are accepted.

The next Selectmen meeting is on Wed. January 11, 2011 at 6:30pm.

Mail was reviewed.

Meeting adjourned at 8:30 pm

Respectfully Submitted,

Jessica Robisbeau
Administrative Assistant