

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

**SELECTMEN'S MEETING MINUTES
January 11, 2012**

ATTENDANCE: Selectman, Ernie Brown, Chair, Selectman William Nelson, Selectmen Clifton Camp, Treasurer, Marilou MacLean, Assessor Clerk/Administrative Asst Jessica Robischeau, Brad Williamson, Emergency Management, Cemetery Trustees John Nelson & Marilyn Bushman

PUBLIC IN ATTENDANCE: 5

Prior to the commencement of the Selectmen meeting, there was an Administrative meeting discussing the Website and new e-mail system, a Joint Loss Management meeting and a preliminary budget meeting discussing the proposed 2012 Town Budget with the public. After an hour, Chairman Brown commenced the Selectmen meeting.

The Pledge of Allegiance was led by Selectmen Camp.

Public Comments: Rose Zacher expressed her concern to the Selectmen that after elections last night, it was dark and she could not see her car. The light was on in the front of the building but not on the side where her car was parked. Ernie stated that the lights were on timers and the timers had run out. They will speak with the Town electrician regarding motion lighting.

Approval of Minutes for December 28, 2011:

MOTION:

Selectmen Nelson made a motion to accept the December 28, 2011 minutes as presented. Selectmen Camp seconded the motion. All in favor; motion carried.

REPORTS OF TOWN OFFICIALS PRESENT

- **Treasurer-** Marilou MacLean stated that as of 1/1/2012, all new deposits are being made at the new bank, Meredith Village Savings Bank. T.D. Bank North still has funds from property taxes paid prior to 12/31/2011, because deposit slips had not been received from the new bank at that time. Marilou will be writing checks out of the account to start moving out of the bank by the end of January. The State deposited their funds into the account on 12/29/2011 for the amount of \$31,000. Bills were signed to be paid and once the checks are issue, Marilou will be working on W2's and 1099. Trustee of the Trust Funds transferred the money to the Town account in Meredith Village Savings Bank.

Selectmen Brown announced that 54% of Brookfield registered voters voted in the primary election. 86% Republicans (228 voters) and 14% Democrats (40 voters) voted in the election. Rose Zacher stated that the elections results are posted on the Town's new website, www.brookfieldnh.org.

- **Administrative Assistant/Assessor Clerk-Jessica Robischeau-** Nothing to report
- **Cable Committee-** Selectmen Nelson announced there is a Cable Committee meeting next Tuesday, January 17th at 6:30pm. Selectmen Nelson has sent another request for where the map is regarding where the cable lines are and questioning their Town contract. He has also asked them to come to a meeting but no response has been received.
- **Cemetery Committee-** John Nelson said when the trees were removed at the town cemetery, large

Selectmen Minutes- January 11, 2012 (APPROVED)

stumps remained on the property. They discussed possibility of scooping out the center of the stump to make a bird bath. Residents took advantage of the free wood posted and Tom Hill and Brad Williamson removed the remaining pieces of wood before the predicted snowstorm for Thursday. Tom Hill volunteered to clean the wood slab cut by Royle Tree Co and will clear coat it. The committee will be working on obtaining a gate for the Town cemetery. There was talk that Jim Whittemore may have an old Iron Gate which was removed from Town property and could be in his possession still. Selectmen Brown stated he will call Nancy Whittemore to ask if she still has the gate. The Town is still looking for land for a new cemetery. It was thought that a resident was going to donate a piece of land for a cemetery but the deal fell through.

- **Road Agent/Code Enforcement Officer-** CEO Ed Nason was not present as he was preparing for the snowstorm which was due to arrive the next morning. Selectmen Brown announced that this was a perfect storm to spray the roads to keep them from icing over. Therefore, CEO Nason will be doing this first before it snows.
 - A letter was given to the Road Agent regarding the plowing of the Town Office and Townhouse driveway. It stated plowing should be completed before the office is opened and during office hours.
 - A discussion was made regarding the Lyford Rd and Rte 109 cutoff not being plowed. The Selectmen asked Tom Hill his opinion since he lives nearest this location. It was determined that this is a safety issue and needs to be plowed during all snowstorms. A letter will be given to the Road Agent to include this in the route.
- **Joint Loss Management Committee-** Chairman Robischeau announced that the rules and procedure manual will be given to each employee and will be posted on the website.
- **GWRSD-** Selectmen Brown stated the continuing construction is ahead of schedule. As far as the geothermal heating, there is still fine tuning to be done as the high school and middle school were at a good temperature but the vocational section was in the 50's.
- **Heritage Committee-** The meeting was postponed from tonight to tomorrow night due to the Selectmen meeting. Depending on the impending storm, it may be delayed until Wednesday January 19th. A resignation was received from Ron Prior effective 1/1/2012. Susan Raban would like to be appointed to the Heritage Committee in which her term will expire in 2015.
- **MOTION:** Selectmen Camp made a motion to appoint Susan Raban to the Heritage Commission. Selectmen Brown seconded the motion, all in favor. Motion carries.

Selectman Brown mentioned that someone will be coming to the Townhouse to measure for an insulation bid.

- **Webmaster:** Jennifer spoke with the Selectmen regarding Town email. She expressed concern about employees using personal e-mail addresses for Town business. The Town has an e-mail system which can be opened and used in the office as well as remotely through webmail. By using this e-mail, it appears more professional than personal and there is concern regarding the Right to Know Law and subjecting their personal e-mail to the law.

Motion: Clifton made a motion that all emails be set up on town computers and not forwarded to personal email. Bill seconded the motion, for discussion. It was discussed that all e-mails linked to the website, are to go through Town e-mail for each department. The department chair and/or their assistant will be the only people able to access the e-mail. All in favor, motion carries.

Jennifer asked for Rose to have full access to change the website as she is a large contributor to updating the websites. The Selectmen approved that Rose will have full access as a person and not for the position.

Jennifer also asked that Jessica be appointed to the Website Committee and that she will be the main

contact for Virtual Town Hall as she is more accessible due to her office hours. The Selectmen agreed to both of these changes.

- **New business:** Ernie asked that all Boards & Departments submit their narrative for the Town Report which is due in a few weeks. It does not need to be in PDF format but in Microsoft Word format.

The preliminary Warrants were reviewed by the Selectmen with a few changes made. The Budget and Warrant Article Hearing will be held on Tuesday January 24 at 6:30pm.

Ernie announced that he will not seek reelection for Selectmen in March. A list of election officials coming up for expiration of their term was read by Jessica.

The next Selectmen meeting is on January 24 , 2011 at 6:30pm.

Mail was reviewed.

Meeting adjourned at 9:30 pm

Respectfully Submitted,

Jessica Robischeau
Administrative Assistant