

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

**SELECTMEN'S MEETING MINUTES
February 14, 2012**

ATTENDANCE: Selectman, Ernie Brown, Chair, Selectman William Nelson, Selectmen Clifton Camp(late arrival at 6:50pm), Treasurer, Marilou MacLean, Assessor Clerk/Administrative Asst. Jessica Robischoeu, , Ed Nason Code Enforcement Officer

PUBLIC IN ATTENDANCE: 3

The Pledge of Allegiance was led by Rich Zacher.

Public Comments: None

Approval of Minutes for January 24, 2012: Selectmen Nelson stated changes to the minutes.

Review of minutes was deferred until the arrival of Selectmen Camp.

REPORTS OF TOWN OFFICIALS PRESENT

- **Treasurer-** Marilou MacLean stated one change to the annual report spreadsheet as she needed to categorize the scholarship money. Bills were presented to be signed. There was a question regarding when Avitar was in the field a few weeks ago, if the town was charged when the assessing representative who was pulled off the road for not having his ID while inspected homes. A resident called Selectmen Nelson stating they did not have this ID on them and wanted to verify if this was our assessor. Assessing Clerk Jessica stated the work would need to be performed in any case and the field work is part of the contract which is covered. Avitar was called and we were assured that the representative would be pulled off the road immediately. Treasurer MacLean stated that the Town received notice from Meredith Village Savings Bank that the first State of NH automatic deposit has been received. She also got in touch with Mr. Martineau who verified he is available to do the MS 5 again this year. So as soon as all the information is received, she will send it off to him.
- **Administrative Assistant/Assessor Clerk-Jessica Robischoeu-** An Elderly and Disabled Tax Deferral was presented to the Selectmen and signed.
- **Road Agent/Code Enforcement Officer-** CEO Nason presented the Selectmen with two intent to cuts- Map 2 Lot 5 and Map 15 Lot 14. A gas permit will be coming in on this Thursday. CEO Nason asked the Selectmen for guidance in letting the residents know that permits need to be issued BEFORE any work is performed. If the work is performed and the permit is not issued, or issued after the fact, then a penalty such as a double fine/charge for the permit should be issued. Selectmen Brown asked CEO Nason for a letter in writing stating this. It will also be listed on the website. The Road Agent portion has been quiet. There is about 1/3 of the sand left in the salt barn and better than 1/2 of the salt shed remains.
- **Conservation Committee-** Selectmen Brown read a letter from Conservation Committee Chair, Tom Giguere requesting Terry and Jean Jones to be appointed as alternate members of the Conservation Commission. In addition, he would like to reappoint John Nelson as a member of the Conservation Commission.

- **MOTION:** A motion was made by Ernie to accept Terry and Jean Jones as alternate members of the Conservation Commission and to reappoint John Nelson as a member of the Conservation Commission and seconded by Bill. All in favor, motion carries.
- **GWRSD-** There is a Scholarship application available for all Brookfield Students if interested. Please contact the Administrative Assistant Jessica Robischeau. The construction for the high school/middle school is on and getting ahead of schedule. The district meeting went very well. -On February 21, 2012 at 7pm, the Annual Poetry Out Loud school final held at the Kingswood Art Center. Students come from schools all over the state to read poetry.
- **Heritage Committee-** This Saturday they are having their Valentine/Cabin Fever Breakfast will be held from 8-10am. The cost for adults is \$5 and \$3 for children. French toast will be served.
- **Planning Board-** Member Rich Zacher stated that they have been researching a subdivision back to 1983 which had not been recorded but there is a deed. It is being looked at it by some attorneys. It is an ongoing investigation. Second, the Board is continues to work on conditional use. Lastly, the next scheduled Planning Board meeting will be on the 4th Monday of March.
- **Website Committee-** Selectmen Brown reviewed the website today and noticed there are many areas which need to be addressed such as minutes. Ed Nason stated he attended the latest Agricultural Committee meeting and found that they are having trouble getting a quorum therefore no minutes can be made. He was asked by Selectmen Camp if he plans on joining the committee and Ed Nason stated once his term is up for the Planning Board he will be joining Agricultural Committee.

Selectmen Nelson stated a resident contacted him regarding information on a neighborhood watch including signs. Residents are concerned due to the break-ins in neighboring towns. CEO Nason stated approximately 1 week ago, there was a midday break-in on Moose Mountain Rd. There were concerns with people stealing signs in town. Selectmen Brown suggested coordinating neighbor watch information through the Wakefield Police Department and then speaking with the resident. Shortly after the conversation, a police officer walked into the meeting checking on the lights and activity in the building. Sergeant Lamb was asked questions regarding neighborhood watches and confirmed there were neighborhood watches in Wakefield. Anyone interested can coordinate it through the Police Chief in Wakefield.

- **Old Business-**

- **Approval of Minutes:**

MOTION: *Selectmen Nelson made a motion to accept the minutes to the January 24, 2012 meeting with the changes noted. Clifton seconded the motion. All in favor, motion carried.*

Selectmen Brown announced, with regard to the last meeting with the public comments between Pam Frazier and Ms. Marquis, that a letter was sent from the Town Attorney to Ms. Marquis answering the questions that were raised at the meeting. In addition, the other issue address regarding RSA 664:17 of political signs placed on Town property had been signed and mailed to the resident. Selectmen Nelson was asked to develop a Town policy.

- Town Reports are due in 10 days. Selectmen Camp is waiting for more reports from officials. A list was presented to the other Selectmen which Selectmen Brown stated he did see many that were on the list. They were forwarded to Selectmen Camp but he is having trouble with his e-mail stating it may be full. All e-mail sent to Selectmen Camp are being returned to the sender. The Quality Control for Town reports consist of Rose Zacher, Harriet Wilson and Marilou Maclean.

- No petition warrant articles were received for this election. Selectmen Nelson has the election list and there is one person running for each open position.

- A representative from Kelly Ayotte's office, Michael Scala, held office hours on February 14th, from 9am to 10am at the Brookfield Town Office. Three people including Selectmen Nelson were in

attendance.

- **New business:** President's Day is February 20, 2012. Marilou Maclean announced that the Moderator Bill Marsh will hold a town coffee on March 3rd for the candidates and any questions on the ballot. This is open to all Brookfield residents.
 - Ray Dodier asked the Selectmen what the Agricultural Commission was. Selectmen Camp responded that it was a Commission to advise the Planning Board and Selectmen of ongoing agricultural issues at the State and Federal levels. Part of their job is also to help promote local farms. It was noted that Brookfield established the second Commission in the State.
 - Selectmen Camp read the score for each category in Brookfield's 2011 Annual Report scored by Local Government Center.
 - A letter was read by Selectmen Brown from a law firm, addressed to the Board expressing their appreciation to Selectmen Brown, Assessor Clerk Jessica Robischeau and Planning Board Admin. Asst. George Nick for their assistance on January 25, 2012 with a record search. It was explained that Brookfield's files were neat and well organized. In addition, all three individuals were cordial and prepared and went above and beyond to assist her. Selectmen Brown commented how Craig Evans has the archived items well organized and easy to find.
 - There is a bill Selectmen Brown brought to the attention of the other Selectmen for about \$7,000 for the cutting edges on the snow plows. He asked if the Road Agent or the Town should pay for this. The Road Agent owns the plows. CEO Nason stated that it's standard procedure through the State. The Town has always bought cutting edges for the plows so when it came time to buy more, he purchased more. This is what was done in the past, even with the prior Road Agent. The Selectmen decided it will continue to buy the cutting edges for the plows.
 - A bill from the Town Clerk for expenses last year was submitted a few weeks ago created a concern as the budget had closed for 2011. She will be given a letter requesting that expenses need to be given in a timely manner, at a minimum quarterly but preferably monthly.

The next Selectmen meeting is on February 28, 2012 at 6:30pm.

Mail was reviewed.

Meeting adjourned at 8:30 pm

Respectfully Submitted,

Jessica Robischeau
Administrative Assistant