



TOWN OF BROOKFIELD, NEW HAMPSHIRE
267 Wentworth Road Brookfield, N.H. 03872

SELECTMEN'S MEETING MINUTES
March 27, 2012

ATTENDANCE: Selectman Chair Clifton Camp, Selectman William Nelson, Selectmen Rich Zacher, Treasurer Marilou MacLean, Assessor Clerk/Administrative Asst. Jessica Robischeau, Tax Collector Diana Peckham, Ed Nason CEO.

PUBLIC IN ATTENDANCE: 7

Meeting called to order at 6:45 PM. Ed Nason led us in the Pledge of Allegiance.

Public Comments:

- None

Approval of Minutes:

- 02/28/2012- **MOTION:** *Selectmen Nelson moved to accept the minutes from February 28, 2012, seconded by Selectmen Camp. A vote was taken, all in favor, motion carries. Selectmen Zacher abstained from the vote.*
- 03/13/2012- **MOTION:** *Selectmen Nelson moved to accept the minutes from March 13, 2012, seconded by Selectmen Camp. A vote was taken, all in favor, motion carries. Selectmen Zacher abstained from the vote.*

Vote for Selectmen Chair/Vice Chair:

- **MOTION:** *Selectmen Nelson made a motion to have Selectmen Camp serve as Selectmen Chairman. The motion was seconded by Selectmen Zacher. The motion was opened for discussion when Selectmen Nelson asked Selectmen Camp if he would be able to keep the position due to his work load. Selectmen Camp responded with "Absolutely". All in favor. Motion carries.*

Vote for Selectmen Representative to Committees and Commissions:

- **Agricultural Commission-** Selectmen Zacher appointed as Selectmen Rep.
- **Conservation Commission-** Selectmen Nelson appointed as Selectmen Rep.
- **Heritage Commission-** Selectmen Camp remains appointed as Selectmen Rep.
- **Planning Board-** Selectmen Camp remains appointed as Selectmen Rep. Selectmen Zacher can no longer serve on the Planning Board. Selectmen Zacher will notify Chairmen Geary Ciccarone.
- **Zoning Board of Appeals-** Selectmen Nelson remains appointed as Selectmen Rep. Selectmen Zacher can no longer serve on the ZBA. Selectmen Zacher will notify Chairmen Paul Trembley.
- **Cable Committee-** Selectmen Zacher appointed as Selectmen Rep.
- **Road Committee-** Selectmen Camp appointed as Selectmen Rep.
- **Joint Loss Management Committee-** Selectmen Zacher appointed as Selectmen Rep.

REPORTS OF TOWN OFFICIALS PRESENT

- **Treasurer-** Marilou Maclean presented the Selectmen with bills and checks for approval and signatures. She presented a draft of the budget in the new format which included months through February. Selectmen Nelson questioned the bill for Lexis charging the Town for a new set of Lexis Books. The Town receives updates which are inserted in the books. The question is why do we need a new set if we have the updates? Also, Selectmen

Nelson would like to know if we have been charged in the past. Administrative Assistant Jessica Robischeau will contact Lexis regarding the bill.

-The Selectmen questioned the electric bill. Between the Townhouse, Town Office and Maintenance Shed, 1900 kW were used. Selectmen Zacher stated he would look into this with the Electric Co.

-Marilou stated last year we applied to become a member of Our Town Energy Alliance but we ended up not using them. Treasurer Maclean presented the 2012 application to the Selectmen for consideration. After a brief discussion, Selectmen Camp instructed Treasurer Maclean to send in the application with the fee. He stated that if we are proactive with this, then we can save money on fuel.

- A spring cleaning special was received from Irving Oil for \$159 per burner. The Selectmen decided to wait and receive a quote from Kingswood Mechanical for this service.

- As of 2/12/12, the Town has spent \$103,570 of the budget. Treasurer Maclean stated that an error was pointed out to her on the Town budget report. The Operating Budget on page 11 without warrants totals \$608,687. On page 17, the subtotal with warrants reflects the same amount- \$608,687. Lines 4150.100 (Warrant Article #9) and 4154.100 (Warrant Article #10) failed to reflect the proposed increase in salaries. Both of these increases were correctly reflected in the final total shown on page 17- \$766,937.

-Treasurer Maclean has mailed in the Workers Comp audit to Primex for 2011. A letter was sent to the company in November regarding Town employees and Independent Contractors but Primex stated they never received it. Therefore, Treasurer Maclean will mail another copy certified with return receipt.

- Treasurer Maclean attended the first of Government Accounting classes last Friday.

- **Administrative Assistant/Assessor Clerk-Jessica Robischeau-** An abatement application for Map 9 Lots 1 & 11 was submitted to the Selectmen for approval. After review of the acreage discrepancy, the Selectmen decided that more research needed to be done before a decision could be made. Abatement for Map 18 Lot 21B was presented to the Selectmen. The Selectmen reviewed the paperwork and Selectmen Camp decided to discuss with the Town attorney.
- **Tax Collector-** Diana Peckham presented the Selectmen with three properties which are going up for deed due to 2009 tax delinquencies. She indicated that all three properties have mortgages. The notices were mailed to the resident certified mail on Friday, March 23, 2012. One of the mailings was received back for Map 18 Lot 21B. Tax Collector Peckham, will be calling all the mortgage companies. She asked the Selectmen if any of the properties qualified for a Deed Waiver. She explained that the Deed Waiver is only allowed due to financial hardship to the Town as a result of the property having an environmental issue. No known issues were noted for either of these properties.
 - Tax Collector Peckham briefed the Selectmen on what a Tax Deferral entails, which causes a lien on the property which is filed with the Registry of Deeds. This process defers the property taxes for the year the resident is applying until the property is sold or foreclosed, where the Town will be the first to be paid the due taxes with 5% interest. She will give the Selectmen literature on this process.
- **Road Agent/Code Enforcement Officer-** CEO Nason stated the wood cut reports are being received as we are at the end of that tax year.
 - Lyford Road has been graded, weight limits signs were post around town and culverts are being cleaned of debris. CEO Nason asked the Selectmen for a prioritized list of road work to be complete.
- **Forestry Warden-** Selectmen Nelson read a letter by Brad Williamson recommending a new Deputy Forestry Warden- Rich Zacher. He would like to purchase necessary equipment and clothing for Mr. Zacher for the position. The selectmen supported the appointment of Rich Zacher and the matching grant for equipment. Selectman Camp signed the appropriate paperwork.
 - Selectmen Nelson stated he received an e-mail from Ernie Brown who noticed the spot light was out on the flag pole. The electrician will be consulted as to whether or not a new fixture should be installed.

- CEO Nason asked if the emergency management equipment in the Schoolhouse will be moved. There is concern about the weight of equipment on the Schoolhouse floor. Selectmen Camp asked Selectmen Nelson to contact Brad Williamson to move the equipment to the old Town Clerk's office.

- **Cable Committee-** Notification was received from Time Warner Cable regarding an internal reorganization of the company to approximately 10 Sub-Companies. There was paperwork to be signed if the Town wants to challenge this reorganization.
- **Planning Board-** The resignation of member Charlotte Coleman was received and accepted. A vote was taken for Chairmen and Vice Chairmen where Geary Ciccarone was voted as Chairmen and Rick Surette as Vice Chairmen.
 - A Brookfield resident attended the meeting and approached the Board regarding a Gunsmith operation in his home. He was referred to CEO Nason. CEO Nason did contact ATF who stated, once licensed, he will be able to do limited sales from his home and repairs. In addition, the license will allow him to be a shipping dealer. CEO Nason says it fits the approval of the Town. He gave approval over the phone to the ATF agent for the resident's business.
 - A member of Asplundh, who was contracted by PSNH, asked for a hearing to trim 24 trees on Moose Mountain Rd, Lyford Rd, and Tumbledown Dick Road to reduce the danger of power outages.
- **New Business-** The Town Auditors submitted the completed audits for Town Clerk, Tax Collector and Town Treasurer to the Selectmen for approval. The paperwork was signed, copies made and given to the Administrative Assistant for mailing.
 - Treasurer Maclean stated that after the meeting, she will get the new signers for Meredith Village Savings Bank card to sign the paperwork. Authorized signatures are for all three Selectmen, Clifton Camp, William Nelson, Rich Zacher, and the Treasurer, Marilou Maclean.

The next Selectmen meeting is on April 10, 2012 at 6:30pm.

Mail reviewed.

Meeting adjourned at 9:30 pm

Respectfully Submitted,

Jessica Robisneau
Administrative Assistant