



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

SELECTMEN'S MEETING MINUTES
June 26, 2012

ATTENDANCE: Selectman William Nelson, Selectmen Rich Zacher, Selectmen Clifton Camp (late arrival 6:50pm) Treasurer Marilou MacLean, Assessor Clerk/Administrative Asst. Jessica Robischeau, Tax Collector Diana Peckham

PUBLIC IN ATTENDANCE: 4

Meeting called to order at 6:30 PM. Ron Fountain led us in the Pledge of Allegiance.

Approval of Minutes:

- **06/12/2012- MOTION:** *Selectmen Zacher moved to accept the minutes from June 12, 2012 meeting, seconded by Selectmen Nelson. A vote was taken, all in favor, motion carries.*

REPORTS OF TOWN OFFICIALS PRESENT

- **Treasurer-** Marilou MacLean presented the Selectmen with an updated budget and expense report through the end of May. Bills were reviewed and signed. Treasurer Maclean asked the Town Clerk if she had a copy of the MS6 Budget Report previously believed to have been filled out and mailed to the Department of Revenue. She will update the Selectmen at the next Selectmen meeting.
 - A credit application was signed by Selectmen Nelson for the oil/propane company previously approved to receive the Town's fuel contract, Webber Propane Co.
- **Tax Collector-** Diana Peckham asked the Selectmen to re-sign a letter to the Registry of Deeds releasing a Tax Deferral on a property.
- **Administrative Assistant/Assessor Clerk-Jessica Robischeau-** Jessica Robischeau asked the Selectmen to sign a form from the Department of Revenue stating that the Town does not use the PA 28-Inventory of Property form. This form has not been used in the town in many years. The form was signed by Selectmen Nelson and Selectmen Zacher.
 - A Disposition of Abatement form was sign for Map 99 Lot 3.
 - Jessica Robischeau announced that she is now a Notary Public. She also stated the Assessor's Office and Code Enforcement Office will be closed on July 25 and 26.

- **Planning Board-** Selectmen Nelson attended last night Planning Board Meeting in which there was a presentation from an individual regarding area Regional Planning Boards and the advantages and disadvantages of HUD funds. Once a Town has signed into a contract, there are strict requirements that the Town will need to adhere to.
- **Heritage Commission-** Old Home Day is on August 11, 2012. Rick Surette will volunteer his time and barbeque equipment to cook chicken and beef for the event. There will be an event in Townhouse where the public is welcome to bring up to 3 antique items for an appraisal by Antique Appraisers. The cost is \$5 per item or 3 items for \$12.
- **Public Comments-** Ron Fountain asked the Selectmen if the Town would be willing to donate any funds to the local Food Pantry project of building a new site. There is an unknown donor that will match any donation 2 for 1. There is a yard sale July 1st thru July 8th on High St where all the items were donated and all proceeds will go towards the new building. Selectmen Camp responded that since this donation was not budgeted for 2012, they would be willing to hold a breakfast where the proceeds will go to the project.
-Mr. Fountain asked the Selectmen for a status of a letter written to them asking the Selectmen to write a letter of recognition to a former resident for their donation and time on the Scholastic Recognition Fund. The Selectmen stated the letter was received but a letter had not been sent.

MOTION: *Selectmen Nelson made a motion to send the letter of recognition to the individual for their work with the Scholastic Recognition Fund. The motion was seconded by Selectmen Camp. A vote was taken, all in favor, motion carries.*

- **Joint Loss Management-** Selectmen Zacher stated he picked up a water testing kit and will have a water test done.
- **Road Committee-** A letter was given to the Selectmen from Road Agent Ed Nason with prices of road projects, per the request of the Selectmen. He also expressed his opinion that a section of Stoneham Road should be priority this year. After a discussion, the Selectmen agreed with his opinion.

MOTION: *Selectmen Nelson made a motion to pave 1980' of Stoneham Rd starting at the Wolfeboro line. Seconded by Selectmen Zacher. A vote was taken, all in favor, motion carries.*

There were a few items on the list that needed clarification so Selectmen Zacher suggested waiting to make a decision until Ed Nason can be questioned. Selectmen Camp stated he will contact Ed Nason to get a list of general Town maintenance priorities.

- **Old Business-** Prior to the 6/26/2012 Selectmen Meeting, a Public Hearing was held for the Discretionary Preservation Easement. The property owners felt the easement would benefit the Town as well as their own benefit. After a briefed discussion, the Selectmen made a motion:

MOTION: *Selectmen Zacher made a motion to approve the Discretionary Preservation Easement for the property owner's barn at 50% of the assessed value, pending their acceptance. The motion was seconded by Selectmen Nelson. A vote was taken, all in favor, motion carries.*

- Selectmen Nelson briefed Selectmen Camp regarding the fuel options for the Town and how Webber Oil & Propane Co. came in at 50 cents lower than other companies.
- Summer maintenance is needed for the exterior of the Townhouse including painting the trim.
- The floor to the Schoolhouse is priority in that it needs to be replaced. The estimate given was \$18,500. The Selectmen asked Ed Nason to assess the Schoolhouse floor and the granite foundation. Selectmen Zacher asked 'what does the Town want to do with the Schoolhouse? They would like to have a Town get together to decide what they would like to do with it. Selectmen Camp stated the floor and the trusses in the Schoolhouse need to be fixed on a priority basis. If it is decided to repair the Schoolhouse, will it be done to historical standards or not. The input needs to be received from the Towns people in order for a decision to be made.
- The Deputy Tax Collector and Deputy Town Clerk have been hired and the Selectmen discussed the wage for training. After discussion, a motion was made:

MOTION: Selectmen Nelson made a motion to set the hourly wage for training at \$9.50 with the Deputy Town Clerk receiving 40hrs of training and the Deputy Tax Collector receiving 8 hours of training. The motion was seconded by Selectmen Camp for discussion. Selectmen Camp asked how you determine the training is over. This will be up to the discretion of the Town Clerk and Tax Collector. Treasurer Maclean stated the \$9.50 per hour being low and suggested \$10.50 per hour training wage. Then after the training period, the wage should be the standard \$13.50 per hour. The final decision was made- \$10.50 per hour for training at 8 hours for the Deputy Tax Collector and 40 hrs for the Deputy Town Clerk, and can be amended as needed by the Town Clerk and Tax Collector, if necessary. A vote was taken, all in favor, motion carries.

-The Selectmen asked that when training is complete, a letter to the Selectmen is needed stating it is now complete.

- Marilou stated she needs a letter to the Department of Labor for the Deputy Positions appointment. Administrative Assistant Jessica Robischeau will draft a letter for Selectmen Camp to sign.

- An abatement was received for Map 18 Lot 21B and reviewed by the Selectmen.

MOTION: Selectmen Camp made a motion to deny the abatement application due to an incomplete application, of financial information. The motion was seconded by Selectmen Nelson. A vote was taken, all in favor, motion carries.

The next Selectmen meeting is on July 10, 2012 at 7:00PM.

Mail reviewed.

Meeting adjourned at 9:30 pm

Respectfully Submitted,

Jessica Robischeau
Administrative Assistant