



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

SELECTMEN'S MEETING MINUTES
August 14, 2012

ATTENDANCE: Selectman William Nelson, Selectmen Rich Zacher, Selectmen Clifton Camp, Treasurer Marilou MacLean, Deputy Tax Collector Rose Zacher, CEO Ed Nason, Administrative Asst Jessica Robischeau

PUBLIC IN ATTENDANCE: 2

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

Public Comments: None

Special Guest: Mary Reed, Carroll County Coalition for Public Health

- Ms. Reed presented the Selectmen with the Regional Public Health Emergency Annex. The Annex provides the community with guidance to emergency public health resources for public health emergencies.

Approval of Minutes:

- **07/24/2012- MOTION:** *Selectmen Zacher moved to accept the minutes from July 24, 2012 meeting, seconded by Selectmen Nelson. A vote was taken, all in favor, motion carries.*
- **08/02/2012- MOTION:** *Selectmen Nelson moved to accept the minutes from August 2, 2012 meeting, seconded by Selectmen Zacher. A vote was taken, all in favor, motion carries.*

REPORTS OF TOWN OFFICIALS PRESENT

Treasurer- Marilou MacLean presented the Selectmen with the budget as of July 31th, 2012. Bills were presented for approval. The total appropriations as of 7/31/2012 include in the 2012 Proposed Budget are \$766,936, Actual \$363,743, Balance \$403,193 until the end of 2012. Treasurer Maclean is currently working on the MS4 which is the Revised Estimated Revenues required for the State.

- The Selectmen reviewed a request from Town Clerk Virginia McGinley to attend the Town Clerk Conference in October and a 3 night stay at the Conference. The RSA was submitted to the Selectmen and read by Selectmen Camp. There is a question on whether or not lodging is covered by the Town or, since the Conference is a 45 minute to 1 hr ride. If the Town Clerk is an officer of the organization and the 1st night is organizational in nature - it was thought that the Association should be paying for that night. Selectmen Camp stated he would consult Town Council for future conferences. Since lodging has been paid in the past due to the distance of the conference, Selectmen Zacher made a motion to allow the lodging to be covered for this year's conference.

MOTION: *Selectmen Zacher made a motion to approve voucher submitted by Virginia McGinley to attend the Town Clerk's Conference which covers three nights lodging as presented for this year, 2012. Selectmen Camp seconded the motion for discussion. The overnight stay was discussed. After discussion, the vote was called. Selectmen Camp and Selectmen Zacher voted I, all those against, Selectmen Nelson voted no stating the motion should have additional wording to include research.*

Marilou Maclean was asked by the Selectmen to change the procedure for reviewing bills. Currently, the bills are reviewed at the Selectmen's Meeting and approved or not approved. The Selectmen would like to review the bills prior to a meeting, possibly the weekend before the meeting.

- The Planning Board Secretary budget was getting close to budget. Selectmen Camp will speak with the Planning Board Chair of this.

- **Administrative Assistant-** Jessica Robischeau reviewed the previous Avitar bill where the Town was charged 2 hours to draft a letter to the homeowner. After discussion with Avitar, it was an error in that only 1 hour should have been charged.
 - A letter from the Zoning Board Chair was presented to the Selectmen appointing new members of the Board. It was reviewed and determined that the letter needs to be revised with the staggered expiration terms and which new members are replacing resigned member. Jessica Robischeau will notify the Zoning Board Chair.
 - The Town Archivist asked for a Town e-mail address rather than using his personal e-mail for Town business. This was approved and the funds for creating the Archivist e-mail address will be taken out of the Archivist budget.

- **Road Agent-** An intent to cut was presented for Map 22 Lot 1. It was signed by the Selectmen.
 - A building application was received for Pinkham Way but it did not meet the setbacks therefore was denied.
 - Selectmen Nelson asked Ed Nason "If someone were to put a trailer on their property while they home is being repaired/rebuilt, is that allowed?" Ed Nason responded that it has always been permitted as long and they have a permit and are actively working on the house. The trailer must be removed at the end of the permit expiration. The building must be a travel trailer and not be a mobile home. The travel trailer will be assessed and taxed along with the house that is being repaired. A permit stays in effective for 1 year from the date of issue. If the building is not complete, they may apply for a 6 month extension for a \$35 fee. If the construction is still not complete, they will need to apply for a new permit with new fees applied.
 - The Police Department called Ed Nason regarding a complaint by a technician who went to a home a found people living in the home while under construction after a fire. Due to the living conditions being unsafe, they resident will be notified by the police to leave the residence. Selectmen Camp asked Ed Nason to write a Cease and Desist letter to the resident as this is a violation of Town Ordinance.
 - The Selectmen were notified that the speed limit signs were ordered for Lyford Rd and will be installed as soon as they are received.
 - Discussion was made regarding the Neighborhood Watch signs. Ed Nason stated he visited the Dept. of Transportation local office and discussed placing the Watch signs on three State roads leading into Brookfield. Verbally, the State workers stated it should not be an issue but officially, the Selectmen need to write a letter to the DOT- District 3 in Gilford stating the request. The Selectmen asked Jessica Robischeau to write the letter.

MOTION: Selectmen Nelson made a motion to order seven Neighborhood Watch signs. Selectmen Zacher seconded the motion for discussion. It was discussed that if all Class 5 roads leading into Brookfield are requested, then a total of eight signs. After discussion, the vote was called. All were in favor with the revision of eight signs to be ordered. Motion carries.

The signs will be charged to the Road Agent's budget.

- The preparation for the Stoneham Road paving is better than 50% completed. It will be done in approximately two weeks. The date to start paving has not been determined. Ed Nason is waiting for the date from the paving company.

- **Emergency Management Committee-** A meeting is being held on Tuesday 8/21/12 at 6pm where a special guest will make a presentation.
- **GWRSD-** A letter addressed to the Selectmen by the Superintendent of Schools was read by Selectmen Camp. The letter was regarding a previous Selectmen meeting where a resident asked the Selectmen for support in redirecting the school funds for his son to Somersworth High School where he has been attending to continue positive progress on previous behavioral issues. Selectmen Nelson expressed his disappointment of their decision and thought they would be more supportive of the request.
- **Conservation Commission-** Selectmen Nelson announced that the Annual Conservation Commission meeting was held on Wednesday at Lovell Lake. They discussed the hikes that are being held on Saturday for Old Home Day.
- **Heritage Commission-** Old Home Day was held on Saturday August 11, 2012. Marilou Maclean thanked many volunteers who helped. Ninety eight tickets were sold for the dinner which was more than last year. It was a steady traffic flow for the Antique Appraisers. The appraisal portion of the event raised \$60 which was all donated to the Heritage Commission. Two Brookfield History books were sold. Marilou Maclean asked that the desk in the Old Town Clerk's office be moved or removed as it takes up so much room that it is difficult to walk in the room.
- **Joint Loss Management Committee-** A meeting was held before the Selectmen Meeting.
 - On Old Home Day, Marilou Maclean stated the men's bathroom light was having issues. Selectmen Zacher will contact the Town Electrician to correct this.
 - Selectmen Zacher will have the water tested as the water has not been tested for at least 4 years.
- **Planning Board-** The Board has been working on revising the Building Permit Application.
 - A document for the Home Based business has been revived and is being reviewed.
 - The Board has not advanced the Capital Improvement Program
 - Selectmen Zacher feels the zoning needs to be revisited. An example was given that addresses house fires. Selectmen Camp stated that as a Planning Board Selectmen's representative, he will address this with the Planning Board Chair.

- **Old Business-** The Town has not received the completed Perambulation Report from Nate Fogg. Selectmen Camp will call him to get a projected completion date.
 - Selectmen Nelson asked Selectmen Camp if the thank you letters have been mailed to two volunteers. They have not been completed but he will write the letters immediately.

Ed Comeau asked the Selectmen if there could be a link for his website on our website since it has the meetings. Rose Zacher also suggested the posting Library events. The Selectmen would like to discuss this and comment at the next Selectmen meeting.

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

Mail reviewed.

Meeting adjourned at 9:05 pm

Respectfully Submitted,

Jessica Robisneau
Administrative Assistant