



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

**SELECTMEN'S MEETING MINUTES**  
August 28, 2012

**ATTENDANCE:** Selectman William Nelson, Selectmen Rich Zacher, CEO Ed Nason, Administrative Asst Jessica Robischeau. Selectman Clifton Camp was not in attendance

**PUBLIC IN ATTENDANCE:** 3

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

**Public Comments:** Resident Rob Collins read a letter he wrote to the Board of Selectmen. He first congratulated the Board on the openness and transparency of their deliberations and business. He felt that under the NH RSA 91-A (Right to Know Law), the Board has made the Selectmen Meetings well publicized, motions are clear along with the votes and all is clearly recorded. With this, he asked the Selectmen for one request. He finds the signing of the checks not as clear as they should be. He is asking the Treasurer to prepare a list of checks to be signed and make the list available to the public at the meeting. Since the Treasurer was not in attendance, the Selectmen will discuss with the Treasurer when she is available.

**Approval of Minutes:**

- **08/14/2012- MOTION:** *Selectmen Zacher moved to accept the minutes from August 14, 2012 meeting, seconded by Selectmen Nelson. A vote was taken, all in favor, motion carries.*

**REPORTS OF TOWN OFFICIALS PRESENT**

- **Administrative Assistant/Assessor Clerk-** Jessica Robischeau presented the Selectmen with a report through the Avitar system showing the total assessed value of the Town as of 8/14/2012 vs. the December tax warrant. This shows any changes in assessing values. For example, the changes to the values were from abatements, current use changes and/or building permits. Ultimately, when the assessed values change, it will affect the tax rate. The assessed value has decreased approximately \$300,000 since the December tax warrant. By knowing the change in assessed value, it prepares the Board for the next tax rate meeting.
- The Department of Revenue has changed the Equalization process. There is a training class that Jessica Robischeau would like to attend. A date has not been determined but will notify the Selectmen once a date is chosen.
- Two letters were drafted, per the last Selectmen meeting, which needs signature from the Chairmen. Since Chairmen Camp was not in attendance, Selectmen Nelson signed as Vice Chairmen. The first letter was to a homeowner who had a house fire and placed a trailer for temporary housing until the house is repaired. Our zoning does not allow for this but due to our past practice, the Town has allowed this only if there is an active building permit for the construction. The second letter was to the NH Dept. of Transportation asking for permission to place the Neighborhood Watch signs on the State roads.

- **Code Enforcement Officer/Road Agent-** Ed Nason asked the Selectmen for permission to contact the Town Attorney regarding possible 'doomage' if a building permit has not been sought and building has begun. This has been happening more than usual and he feels there needs to be repercussions. The Selectmen agreed to allow CEO Nason to contact the Town Attorney.
  - The road signs previously ordered were received and installed on Lyford Road.
  - The grinding of parts of Stoneham Road has been completed. Culvert work will begin followed by a paving completion date of the end of September.
  
- **Emergency Management Committee-** Selectmen Nelson attended a meeting at the Carroll County Office regarding Carroll County Coalition for Public Health. In the case of a declared emergency (pandemic etc.), each town is assigned to a regional location. Brookfield is assigned to the Tuftonboro but residents may go to Ossipee as well.
  - Last week, there was a Hazard Mitigation meeting. It was the beginning of the process to develop the document. There will be additional meetings in the future to fill out that document.
  
- **Planning Board-** Next meeting will be held on September 10, 2012.
  
- **Zoning Board-** Paul Trembley presented a revised list of Zoning Board Members:
  - Paul Trembley- Chair expires 2014
  - Brian Robischeau- expires 2015
  - Janet Murphy- expires 2014
  - David Dansereau- expires 2015
  - Richard Mauser- expires 2013
  - Jessica Robischeau- Secretary
  
- **Old Business-** The Town has not received the completed Perambulation Report from Nate Fogg. Selectmen Camp was not in attendance to respond.
  - Selectmen Nelson asked Selectmen Camp if the thank you letters have been mailed to two volunteers. Selectman Camp was not in attendance to respond.
  - The lighting in the Townhouse bathroom has been fixed. Selectmen Zacher met with the electrician and it was fixed.
  - The Selectmen decided to allow the 3 night stay for the Town Clerk's Conference is being held in N. Conway. New guidelines will be written for next year's conference as to what is the responsibility of the Town. The conference is allowed as well as the mileage. The only question is how far away the conference needs to be, in order "to justify an overnight stay" and if the town should pay the cost for an extra night to help set up for a conference. This will be addressed in the future.
  
- **New Business-** Election Day is September 11, 2012 from 8AM to 7PM.

The next Selectmen meeting is on September 11, 2012 at 7:00PM at the Townhouse.

Mail reviewed.

-The MS4 was in the mail, reviewed and signed by the Selectmen. It will be faxed immediately and mailed to the Dept. of Revenue in the morning. The MS4 is a State required form requesting the Town estimate revenue.

Meeting adjourned at 7:30 pm

Respectfully Submitted,

Jessica Robischeau  
Administrative Assistant