



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

**SELECTMEN'S MEETING MINUTES**  
October 9, 2012

**ATTENDANCE:** Selectman William Nelson, Selectmen Clifton Camp (arrival at 6:40pm), Selectmen Rich Zacher, Treasurer Marilou MacLean, Tax Collector Diana Peckham, Deputy Tax Collector Rose Zacher, CEO Ed Nason, Administrative Asst Jessica Robischeau, Archivist Craig Evans, Cemetery Trustee Marilyn Bushman, Conservation Chairman Tom Giguere

**PUBLIC IN ATTENDANCE:** 3

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

**Public Comments:** Craig Evans stated he would like to host a Pot Luck Dinner for Veteran's Day on Saturday November 10, 2012 around 5pm or 5:30pm. As long as the Townhouse is available, it will be held by Mr. Evans. There will be a donation basket for the paper products, condiments, etc. and any other donation money raised after the cost of the paper products, condiments, etc., will be donated to the Heritage Commission. Ernie Brown stated he will donate a Brookfield sweatshirt to raffle for the TRAC program.

- Diana Peckham stated a teenage resident from Brookfield will be receiving the First Eagle Scout Honor on November 17<sup>th</sup> and asked the Selectmen to write a letter of recognition for the resident. Selectmen Camp stated he would write the letter.

**Special Guest:** Ernie Brown presented the Selectmen with a presentation on the TRAC (Trails, Rails, Action Committee) with regards to their plan on expanding the trail to include Brookfield and Wakefield. There is a grant available through the Bureau of Trails in which the Brookfield Committee would like to apply for. In order to do this, the Committee needs to raise \$6,000 as a requirement for this grant. All donations can be made to Wedco in Wolfeboro who is holding the account for the Committee. They hope to raise the money by March. Ernie Brown asked the Selectmen for a letter of support stating they approve the concept of expanding the trail. The Brookfield Conservation and Heritage Commission have sent their letters of support for the program.

**Approval of Minutes:**

- **09/25/2012- MOTION:** *Selectmen Zacher moved to accept the minutes from September 25, 2012 meeting, seconded by Selectmen Nelson. A vote was taken, all in favor, motion carries.*
- **Treasurer-** Treasurer Maclean placed the bills to be approved on the Selectmen table for public viewing 20 minutes prior to the meeting.
  - Currently, the Town checking account and savings account have a balance of approximately \$349,100.
  - Marilou Maclean received a letter from Town Clerk Virginia McGinley stating that the new Deputy Town Clerk Lisa Harris is fully trained.
  - Treasurer Maclean explained to the Selectmen that there is an Audit Book which lists all the Town checks recorded and available for viewing.

- **Deputy Tax Collector-** Rose Zacher gave an update on outstanding tax due by residents: 2012 \$54,000, 2011 \$54,000 and 2010 \$13,000. Any outstanding balances include 18% in interest when the property is leined.
- **Administrative Assistant/Assessor Clerk-** Jessica Robischeau attended a class today held by the Dept of Revenue for training on their new Mosaic Equalization Program. The class was held in Madison NH and lasted 1 hour.
  - The Local Government Center's Annual Conference will be held on November 14 & 15 in Manchester. Jessica Robischeau asked the Selectmen for approval in attending the Conference on both days. In addition, instead of commuting both days, she asked to stay the one night in which she will be sharing a room with a fellow Assessor Clerk. The mileage alone will cost more if she commutes both days versus sharing a room in Manchester. The Selectmen approved the stay and the 2 day Conference.
  - Ms. Robischeau received a letter from the Board, Tax and Land Appeals regarding a denied abatement for a resident on Kingswood Lake. The letter was requesting a signature from the Chairman of the Board in acknowledgement of the case and documents regarding the abatement. Selectmen Camp signed the form which will be followed up by Ms. Robischeau.
  - The equalization study is ready for review by the Selectmen. This shows which sold properties in the past year are valid or not valid with respect to the Dept of Revenue guidelines. Once they are reviewed by the Selectmen and Avitar, they will be released to the Dept of Revenue.
  - The Brookfield Craft Fair has been booked for December 1<sup>st</sup>. It is listed on the Town Calendar on our website at [www.Brookfieldnh.org](http://www.Brookfieldnh.org)
- **Road Agent/Code Enforcement-** Two permits were approved: Map 17 Lot 26 to add a mud room and garage and on Map 26 Lot 3 for a few additions and renovation.
  - CEO Nason spoke to the Town Attorney regarding a penalty for beginning work on a property without having a permit. The Town Attorney stated that since the resident cannot be fined, a 3 tiered fee schedule can be developed where the cost of the permit is higher if a permit is not pulled before work begins. CEO Nason will write out a fee schedule and then present it to the Selectmen.
  - The grading of Stoneham Rd was delayed due to rain so it was rescheduled for this Friday and then paved on Monday, pending any additional rain.
  - The first load of salt was delivered yesterday. There is more to be delivered.
- **Emergency Management:** A Hazard Mitigation Workshop has been set for October 30, 2012 at 6pm.
- **Heritage Commission-** Marilou Maclean stated the top hinges to the inside of the Townhouse door are not holding to the door frame. It has been temporarily been fixed but it will need to be correctly repaired. She will e-mail Brad Williamson to find out an approximate cost and have it fixed.
- **Planning Board-** Bob Bourdeau from Moose Mountain Recreation presented the Planning Board with a proposal for the Disc Golf Course he would like to have approved. The Board considers this very low impact to the community and our zoning includes Disc Golf Course.
  - FEMA has sent the Board a letter stating they have changed their flood plain maps and asked the Board to update their zoning maps.

- Ed Comeau administered a handout to everyone regarding the 2012-2013 Annual NH Regional Planning Commission. The handout listed items which need to be voted on by each Commissioner from 9 Regional Planning Boards around the state. There are 2 Commissioners for each Planning Board. On Nov 8, 2012, a vote will be taken on each item listed on the sheet. Mr. Comeau explained the impact this will have on the community. If anyone has any questions, please contact Mr. Comeau. Contact information is on his website: [www.governmentoversite.com](http://www.governmentoversite.com)  
Mr. Comeau also stated he could hold a public forum or at a Town Coffee to explain what the Regional Planning Boards are trying to implement.

- **Old Business-** A draft of the travel requirements was presented to the other Selectmen by Selectmen Zacher for their input. He asked that they review the draft and table it for discussion at the next Selectmen's meeting.
  - Selectmen Camp spoke with Nate Fogg regarding the Perambulation study he is conducting. Mr. Fogg stated that it will be completed by the end of October or November.
  - A letter was received from the Superior Court regarding a lawsuit against many communities including the Town of Brookfield regarding an abatement for Fairpoint Communications. Our Town Attorney has been notified and a letter to the Selectmen was received stating that they will represent the Town and 26 other Towns regarding this suit.
  - The Schoolhouse floor safety has been revisited due to the Craft fair being held on 12/1. The floor is safe for handicap access and to use the facilities. Selectmen Zacher recommended that the Schoolhouse be only used for handicap and restroom access and not be used for display of tables during the holiday craft fair. This suggestion was accepted by the board.
  - Selectmen Camp will revisit the temporary application for using the Townhouse at the next meeting.
  - Zoning accommodations for Emergency Housing- Selectmen Zacher and Selectmen Camp discussed the need to have the Planning Board review the Town's zoning ordinances relative to the use of trailers in emergency housing situations. Selectmen Camp indicated he would bring it to the Planning Board's attention.
- **GWRSD-** Ernie Brown spoke on behalf of the school board. The new school complex is officially completed after 2 ½ years and finished under budget. While increasing the schools by 97%, the energy budget only increased 24%.
- **New Business-** The Selectmen will be working with the Department of Revenue to set the tax rate shortly.
  - The hours for Election Day will be 8am to 7pm on November 6<sup>th</sup>. Due to Selectmen Nelson being a candidate for State Representative, Selectmen Zacher and Selectmen Camp will be available to be present the entire day.
  - The Selectmen request that all departments submit their budget a week before the first Budget meeting on November 20, 2012.
  - Rose Zacher presented the Selectmen with the website statistics. It was discussed and approved that the statistics will be reviewed quarterly and placed on the agenda.

The next Selectmen meeting is on October 23, 2012 at 6:30pm.

Mail reviewed.

- A letter was received to reappoint the Fire Warden and the Deputy Warden's. The letter was signed by the Board stating Brad Williamson as Fire Warden, Janet Williamson and Rich Zacher as Deputy Fire Warden's.

Meeting adjourned at 9:15 PM

Respectfully Submitted,

Jessica Robischeau  
Administrative Assistant

Changes approved to the 10/09/2012 Selectmen Minutes:

- 1) Page 2, Under Deputy Tax Collector- Last sentence. ‘ Any outstanding balances **includes interest and penalties** when the property is leined.’