



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

SELECTMEN'S MEETING MINUTES
October 23, 2012

ATTENDANCE: Selectman William Nelson, Selectmen Clifton Camp (arrival at 6:35pm), Selectmen Rich Zacher, Tax Collector Diana Peckham, Deputy Tax Collector Rose Zacher, CEO Ed Nason, Administrative Asst Jessica Robischeau

PUBLIC IN ATTENDANCE: 2

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

Public Comments: An e-mail was received from resident Steph Marsh regarding the qualifications for the Scholastic Achievement Award. She asked if the award was available to homeschool children. The award is given to a Senior in high school with the highest GPA in Brookfield. Selectmen Camp believed it was open to all children in Brookfield whether in a private school, homeschooled or at Kingswood High School. Selectmen Zacher will contact the Trustee of the Trust Funds to find out the procedure and report this to the next Selectmen Meeting.

- Tax Collector Peckham asked the Board for a status of the Welfare Policy which was being written by the Town Welfare Officer. Selectmen Camp stated he did not know the status but would follow up with the Welfare Officer and report this to the next meeting..

Approval of Minutes:

- Selectmen Zacher asked that page 2 under the Deputy Tax Collector-Any outstanding balances **includes interest and penalties** when the property is leined.
- Further discussion was explained regarding the actual procedure after the taxes are due. After the due date, interest on the unpaid balance is charged at 12%. A tax lien is placed on the property after a period of time; Brookfield's Tax Collector does this approximately 4 months after the end-of-year tax due date. Once liened, the interest rate on the unpaid balance rises to 18% and penalties are added to the amount owed.
- **10/08/2012- MOTION: Selectmen Zacher moved to accept the minutes from October 8, 2012 meeting, with a change to Page 2 as discussed, seconded by Selectmen Nelson. A vote was taken, all in favor, motion carries.**
- **Treasurer-** Treasurer Maclean was not present but a memo with the report was given and read:
 - The payroll quarterly reports was filed with the IRS and the State of NH
 - The Town currently has \$63,695.35 in the checking account, \$135,301.94 in the savings account.
 - Bills were given to the Selectmen to approve. Selectmen Camp went through each bill publically.
 - Tax Collector notified the Treasurer that Rose Zacher has finished the training period and will now have her hourly rate raised to the higher rate.

-Tom Giguere sent her a letter regarding the annual transfer between the Treasurer and the Trust Funds. This will be done once the final numbers are received on the Stoneham Rd project. Selectmen Camp stated he would call Tom Giguere not to transfer the funds until the final figure is received.

- Treasurer Maclean asked that all budgets be forwarded to her in preparation for the Budget Meeting scheduled for November 20th.

-Concern was raised over the Planning Board Secretary's budget which was getting close to budget. Selectmen Camp stated that the overall Planning Board budget was in great shape with 46% of the budget left.

- **Tax Collector-** Diana Peckham stating she is waiting for the tax rate to be issued in order for the tax bills to be printed. Selectmen Zacher explained there was an issue between the MS2 & MS5 where the two State forms were not agreeing. Treasurer Maclean will work the problem out with the State.
 - She is also hoping that the newsletter will be printed early in preparation of printing the bills.
- **Administrative Assistant/Assessor Clerk-** Nothing to report
- **Road Agent/Code Enforcement-** An inspection is set up for Friday on Map 18 Lot 21B for a mechanical inspection.
 - One permit was approved for Map 19 Lot 1 to add a garage.
 - CEO Nason investigated a complaint for illegal dumping off Governors Rd. A house was torn down and the wooden beams were left on the property. The beams will be cut up and used for firewood.
 - The road crew has been patrolling the roads in preparation for the winter. Lyford Rd will get a regular grading tomorrow. The sand shed will tentatively be filled next Wednesday. Crushed gravel will be placed on Stoneham Rd on each side of the new pavement starting on Monday.
 - The Selectmen asked how Tumbledown Dick Rd was holding up. CEO Nason stated it is holding up good.
- **Emergency Management:** A Hazard Mitigation Workshop has been set for October 30, 2012 at 6pm.
- **Heritage Commission-** Selectmen Zacher was thanked for his suggested questions for the use for the 1801 Churchill School House.
 - The next Heritage Commission meeting is being moved to November 1st and will finalize the questions at that meeting.
 - The Heritage Commission will be sponsoring a pot-luck dinner on Saturday Nov 10th 2012 in honor of Veterans Day. All Towns people are invited to attend. Please bring a dish to share. The Commission will ask for donations. The actual time will be posted around Town.
- **Other Boards/Committees-** Parks & Rec Committee- Jessica Robisneau asked the Selectmen if she could head the committee with hopes of starting a Town playground. The Selectmen discussed and made a motion:
Motion: Selectmen Camp made a motion to appoint Jessica Robisneau as the Chairman of the Parks and Recreation Committee. The motion was seconded by Selectmen Nelson. All in favor, motion carries.

Selectmen Nelson suggested not only gearing the playground towards children but possibly having basketball or pickle board for adults.

- **Old Business-**

- Use of Municipal Building Application- The Selectmen will review the existing application and bring any changes to the next Selectmen's meeting.
- Employee Travel/Stay Guidelines- The existing guidelines were located and reviewed by Selectmen Zacher. The policy will stand as is. If there is an issue that comes up, they will revisit the policy at that time. The Selectmen asked that it is posted on the website.
- Election Day- Selectmen Camp and Selectmen Zacher will split the shift of being present on Election Day.

New Business- Town Clerk Virginia McGinley received a 25 year Service Plaque at her annual conference. Selectmen Nelson received a phone call from the Granite State News asking for a photo with Virginia McGinley, and the 3 Selectmen. The Selectmen would like to do something for her and Diana Peckham, who's in her 26th year of service as Tax Collector. The photo will include both individuals. Selectmen Nelson will ask the Granite State for a photo on Monday 10/29 around 6pm-6:30pm, which is during the Town Clerk's office hours.

- The election setup was discussed. It will be done the day before the election on 11/5/12. The plan will be communicated to the Moderator.

- A resident letter was read by Selectmen Camp asking the Selectmen to acknowledge the son of a resident who is achieving the rank of Eagle Scout. Selectmen Camp will take care of this.

- Another resident asked for a change to Selectmen minutes on 10/9/2012 and 6/26/2012. The corrections have been attached to this meeting minutes as presented.

- A BTLA case has been received regarding an abatement denial for a Brookfield property. The Selectmen made a motion to go into non public session, per to RSA 91-A 3-2C:

Motion: Selectmen Nelson made a motion to go into a Non Public Session due to RSA 91-A 3-2C for discussion. The motion was seconded by Selectmen Zacher. All in favor, motion carries. Roll call- Richard Zacher, Clifton Camp and Bill Nelson.

At 8:50pm, a roll call was taken to come out of Non Public Session- Richard Zacher, Clifton Camp and Bill Nelson.

The next Selectmen meeting is on November 13, 2012 at 6:30pm.

Mail reviewed.

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Meeting adjourned at 9:15 PM

Respectfully Submitted,

Jessica Robischeau
Administrative Assistant