



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

SELECTMEN'S MEETING MINUTES
November 27, 2012

ATTENDANCE: Selectman William Nelson, Selectmen Clifton Camp (arrived at 7:50pm), Selectmen Rich Zacher, Deputy Tax Collector Rose Zacher, Treasurer Marilou Maclean, Administrative Asst Jessica Robischeau, CEO Ed Nason

PUBLIC IN ATTENDANCE: 3

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

Public Comments: Charles Robbins of Wakefield NH presented the Selectmen with a Warrant by petition. The Selectmen accepted the petition. Copies of the Warrant Article were given to Administrative Assistant for distribution to the Planning Board (making sure the Board responds in a timely fashion and to the Supervisors of the Checklist). Selectmen Zacher announced that he was an abutter to the property.

Approval of Minutes:

- **11/13/2012- MOTION:** *Selectmen Nelson moved to accept the minutes from November 13, 2012 meeting, seconded by Selectmen Zacher. A vote was taken, all in favor, motion carries. Selectmen Camp was not in attendance for the approval.*
- **Treasurer-** Bills were presented and signed at the meeting. The county and school bills were received and checks presented for signature. Selectmen Zacher questioned when does the State portion of the School District taxes which is collected by the Town, paid to the State? The taxes are comprised of Town, County, State and Local Education taxes. The Town receives a bill for the Local taxes from Governor Wentworth School District but did not recall seeing a bill for this from the State. Treasurer was not sure how this was collected but will research it and report back to the Selectmen at the next meeting.
 - Treasurer Maclean questioned if the Townhouse received a recent oil delivery? The Town is on automatic delivery and a receipt has not been received for deliver. Selectmen Zacher will check the tank in the morning and report back at the next Selectmen's meeting.
- **Administrative Assistant/Assessor Clerk-** Nothing to report
- **Road Agent/Code Enforcement-** A mechanical inspection was completed on Map 18 Lot 22B in which the repairs to the house were going well.
 - The Road crew has been busy removing a large tree on Stoneham Road. Next, they will be cutting back the bank on Stoneham Road.
- **Emergency Management-** Selectmen Nelson attended a class offered to Emergency Management Officials regarding bed bugs.

- **Heritage Commission-** The Commission is opening an additional checking account for money received from fundraisers. Marilou Maclean asked Selectmen Camp to sign the form from the bank for the account.
- **Old Business- *Neighborhood Watch Signs-*** The Code Enforcement Officer has received the signs but no response was received from the State regarding three signs which would need to be installed on state roads of Rte. 109 and Governor's Rd. Jessica Robischeau will follow up with the State regarding the Selectmen's letter.
 - *Nate Fogg, Perambulation-* Selectmen Camp did not have an update from Mr. Fogg.
 - *Townhouse Door-* The front door needed repair in which Brad Williamson was contacted to repair. The Selectmen has not received a status on the repair but Selectmen Nelson will email him for an update. In addition, there is a leak in the Townhouse which needs repair. Selectmen Zacher discussed calling PV Brook who had been contracted in the past for repair work. All three Selectmen agreed that the work needs to be done and Selectmen Zacher will contact PV Brook for the repair. Also, if the front door is not repaired, they agreed to hire PV Brook for the front door repair also.
 - *Welfare Guidelines-* The discussion was asked to be tabled until the next Selectmen's meeting.
 - *Municipal Building Use Application-* Jessica Robischeau will bring the updated form to the Selectmen at the next Selectmen's meeting.
 - *Eagle Scout Letter of Recognition-* Selectmen Camp stated he needed to get the Town letterhead to print the letter at home. It will be printed and brought to the next meeting.

Next, the Income section of the Town budget was discussed. The deadline was discussed for the budget hearing. According to the State regulations, the Notice of Public Hearing needs to be posted by February 8, 2013 for a public hearing held no later than February 15, 2013.

Treasurer Maclean mentioned that the IRS increase mileage reimbursement to 56.5 cents a mile.

The next Selectmen meeting is on December 11 at 6:30pm.

Mail reviewed.

Meeting adjourned at 9:00 PM

Respectfully Submitted,

Jessica Robischeau
Administrative Assistant

12/11/2012- Minutes approved with the following change:

- *Under Emergency Management, Selectmen Nelson attended a **health workshop** regarding bed bugs.*