



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

SELECTMEN'S MEETING MINUTES
December 11, 2012

ATTENDANCE: Selectman William Nelson, Selectmen Clifton Camp (arrived at 6:40pm), Selectmen Rich Zacher, Tax Collector Diana Peckham, Deputy Tax Collector Rose Zacher, Treasurer Marilou Maclean, Administrative Asst Jessica Robischeau, CEO Ed Nason

PUBLIC IN ATTENDANCE: 5

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

Public Comments: None

Approval of Minutes:

- **11/20/2012- MOTION:** *Selectmen Zacher moved to accept the minutes from November 20, 2012 meeting, seconded by Selectmen Nelson. A vote was taken, all in favor, motion carries. Selectmen Camp was not in attendance for the approval.*
- **11/27/2012- MOTION:** *Selectmen Zacher moved to accept the minutes from November 27, 2012 meeting, seconded by Selectmen Nelson with a change. Under Emergency Management, Selectmen Nelson attended a class offered to **Emergency Management Officials**, change to Health Workshop. A vote was taken, all in favor with noted changes, motion carries. Selectmen Camp was not in attendance for the approval.*
- **Treasurer-** Bills were presented and explained publicly by the Selectmen. Selectmen Nelson asked if the pricing for the Assessing software from Avitar would be different if Avitar was not our Assessor. The answer was unknown but Assessing Clerk Jessica Robischeau will call Avitar for the answer.
 - Selectmen Zacher had the water tested in both the Townhouse and the Town Office. The test determined the water is acceptable to drink. There has been a smell coming out of the hot water when it is run. Selectmen Zacher determined that the smell is coming out of the hot water heater. Since the hot water tank is not used often, there is a bar on the inside of the tank which collects bacteria and causes and odor. The Selectmen are in the process of determining the next step to remedy this issue.
 - Selectmen Zacher called Fairpoint Communications regarding the Town bill and was able to have Fairpoint reduce the bill from approximately \$110 a month to \$75 a month due to a special they were advertising.
 - The County and the School District checks were mailed.
 - Treasurer Maclean received a report from the Wolfeboro Parks and Recreation on the number of residents using their programs. In 2011, 41 season passes were purchased and 50 individual registrations. In 2012, so far, 38 season passes were purchased and 48 individual registrations.
 - Treasurer Maclean called the Local Government Center for a quote on Workers Compensation. They needed the expiration date of the current policy. She will work on getting information to them and report back at the next meeting.

- The expense portion of the budget was updated as of 12/10/2012 and distributed to the Selectmen. As of today, there is 11% left in the budget until the end of the year.
- The budget for the Planning Board was received of \$6951.
 - **Tax Collector-** Three abatement were presented for the Selectmen's signatures:
 - Map 10 Lot 11 for \$84.02
 - Map 28 Lot 12 for \$818.57
 - Map 18 Lot 5 for \$18.57
 - As of today, \$250,807 of taxes have been collected of the second tax warrant.
 - As of 2009, there are unpaid taxes of approximately \$65,000. Any unpaid tax money not received, is then paid from the Town's Reserve account.
- **Administrative Assistant/Assessor Clerk-** Nothing to report
- **Road Agent/Code Enforcement-** Ed Nason presented the Selectmen with a permit fee change which impacts the fee structure. Two fee structures were changed on the permit document: The first, is stating what the fee is when a permit has been issued *before* construction begins and the second, is stating the fee for a permit issued *after* construction began. Mr. Nason has spoken with the Town Attorney regarding this change. The Selectmen have agreed to set a public hearing required for this change.
 - Selectmen Nelson received a complaint regarding the Neighborhood Watch signs which have not been installed. CEO Nason stated he had delayed ordering the signs until the State gave their approval to install 3 signs on the State right of ways. CEO Assistant Jessica Robisneau has been calling the State's District 3 which refers her to Traffic for the Approval. Another letter was request to be sent to Traffic regarding the signs. CEO Nason decided to go ahead and order them.
 - CEO Nason obtained pricing for road projects previously discussed:
 - Moose Mountain-** 720ft- width of 21' with curbs- \$36,990
 - The curbs are needed to prevent erosion. The project will entail peeling back the pavement vs. grinding and adding 4 inches of gravel
 - Cedar Park-** 700ft- no grinding involved- \$27,000. A survey of the road will be needed before work can begin. CEO Nason is working on getting quotes from surveyors.
- **GWRSD-** The 2012-2013 school expense budgeting has increased 1.14%. However, due to a reduction of revenues an additional increase was added. See the attached.
- **Heritage Commission-** There will be a work session tomorrow night to review the Schoolhouse questionnaires. Marilou Maclean has received 36 questionnaires and CEO Nason had more to review. Once the review is complete, she will bring the results to the Selectmen.
- **Joint Loss Management Committee-** The meeting date has been changed to January 8, 2013.
- **Planning Board-** On January 7, 2013 a public hearing will be held at 6:30pm regarding a Citizens Warrant Article on a recreational campground. In addition, at the same hearing, the Flood Plain Map hearing will be held. An additional Planning Board meeting will be held on December 17 at 6:30pm to discuss the Site Plan Review.

- **Old Business-**

- *Nate Fogg, Perambulation-* Selectmen Camp did not have an update from Mr. Fogg.

- *Welfare Guidelines-* The amendment to the Welfare guidelines was reviewed and the signed by all three Selectmen.

MOTION: *Selectmen Zacher moved to accept the amendment to the Welfare guidelines as dated 12/11/2012. Seconded by Selectmen Nelson. A vote was taken, all in favor, motion carries*

- *Townhouse Roof-* Selectmen Zacher updated the Selectmen that the water does runs off the roof and onto the fascia boards where the rotting is taking place. Selectmen Zacher spoke with PV Brook who stated he can place flashing in that area to keep the water away from the fascia board until the roof is replaced. There is a structural issue with the roof causing a valley where the water is gathering and running off. PV Brook will place the flashing once the weather permits. Ed Nason will go into the attic and inspect the trusses for any immediate structural damage. The survey on the Town House indicated that the roof will need to replaced in ten years.. Due to the structural issue, it will be sooner.

- *Municipal Building Use Application-* Jessica Robischeau presented the updated application which was accepted by the Selectmen. The only change made was there is no key handed to the individual rented the building but instead arrangements will be made through the Administrative Assistant to open and close the building. Due to the restrictions on the use of the Schoolhouse section of the building, the Selectmen agreed to draft a rider to attach to the application until the Schoolhouse floor issue is addressed.

- *Eagle Scout Letter of Recognition-* The letter has not been completed. Selectmen Camp to give update at the next meeting.

- **New Business-**

The letter to Mr. & Mrs. Delisle was read and signed. The letter was thanking them for the Aluminum Can bin which raised funds for the Scholastic Scholarship Fund.

-MOTION- *Selectmen Zacher made a motion to decrease the Selectmen salaries from \$5000 to \$3000 effective 1/1/2013 for one year. Selectmen Nelson seconded for the purpose of discussion.*

Selectmen Zacher stated that because of the tax increase, the Selectmen could decrease their salary in efforts to decrease the budget. Selectmen Nelson does not have a problem with lower the salary but to lower it \$1000-\$1500 instead of \$2000. Selectmen Camp stated he did not have a problem with the change if it is brought to the Town Meeting and voted by the Town's people to decrease their salary. He stated that the Town's people set the Selectmen's salary and they should be the people who adjust it. Selectmen Zacher stated that the Selectmen are allowed to lower their salary without Town vote. You need a warrant to authorize but you are allowed to spend less. Selectmen Camp asked for legal verification before the decision is made and in writing. Selectmen Zacher will speak with Town Counsel and report at the next Selectmen's meeting.

Selectmen Camp called the vote- *Selectmen Zacher, I, Selectmen Camp nay, Selectmen Nelson nay, motion does not carry.*

- Tax Collector Peckham suggested considering a Procedure Manual for elected officials and hourly employees. She stated that when the deputies were hired, they were guaranteed up to a certain amount of hours. If they go over those hours, the Tax Collector takes the pay out of her salary to pay the deputy. This has been different for the Town Clerk. Selectmen Camp did not feel that was legal to do. She felt there should be a procedure for the process. Marilou Maclean and Jessica Robischeau will do some research with other Towns and see if they have a procedure manual, then report back to the Selectmen.

The next Selectmen meeting is on December 22 at 9:00am. This will be a short meeting to sign checks and bills and review the expenses for the 2013 budget. It will not be a Town Coffee as previously stated,

Mail reviewed.

Due to a piece of mail received, the Selectmen made a motion to go into non public session.

MOTION- Selectmen Nelson made a motion to go into non public session due to RSA 91A:3 Section IIC- Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

The motion was seconded by Selectmen Zacher. All in favor. Roll call- Bill Nelson, Richard Zacher and Clifton Camp.

No action was taken

Selectmen Nelson made a motion to come out of Non Public Session, seconded by Selectmen Zacher, All in favor. Motion carries. Roll call- Bill Nelson, Richard Zacher and Clifton Camp.

Meeting adjourned at 9:30 PM

Respectfully Submitted,

Jessica Robischeau
Administrative Assistant