



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

SELECTMEN'S MEETING MINUTES

January 8, 2013

ATTENDANCE: Selectman William Nelson, Selectmen Clifton Camp arrival 6:45pm, Selectmen Rich Zacher, Deputy Tax Collector Rose Zacher, Treasurer Marilou Maclean, Administrative Asst Jessica Robischeau, CEO Ed Nason

PUBLIC IN ATTENDANCE: 2

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

Public Comments: None

Approval of Minutes:

- **12/22/2012- MOTION:** *Selectmen Zacher moved to accept the minutes from December 22, 2012 meeting, seconded by Selectmen Nelson. A vote was taken, all in favor, motion carries. Selectmen Camp was not in attendance.*

REPORTS FROM TOWN OFFICIALS:

- **Administrative Assistant/Assessor Clerk-** A representative from Public Service of NH contacted Jessica Robischeau and Selectmen Zacher asking to come before the board to discuss Emergency Planning and respond to any questions the public or Board may have. The representative has been scheduled for the January 22, 2013 meeting.
- **Road Agent/Code Enforcement-** CEO Nason issued one Certificate of Occupancy and had an appointment for another but was not able to get in touch with them before the appointment.
- **GWRSD-** The Selectmen decided to remove this section from the agenda since we no longer have a school board member on the Selectmen Board.
- **Heritage Commission-** Chairman Marilou Maclean reviewed the results of the Schoolhouse survey voicing the resident's opinion on the future for the Schoolhouse. The majority would like to keep the Schoolhouse attached to the Townhouse and begin renovations. Mrs. Maclean will follow up these results with a formal letter to the Selectmen. She feels that at the least a Surette should be held. The next step should be scheduling a Surette and obtain quotes to repair the floor. Mrs. Maclean will work on these two items. There is a Heritage Commission meeting on Wednesday evening.

- **Planning Board-** Board Alternate Ed Comeau reported for the Board. Two public hearings were held Monday evening. One was for the Flood Plain Development Management Coordinates change and the other was to hear a Citizen Petition Warrant Article. After the hearings, the Board continued the Planning Board meeting and moved to accept the amended accessory uses to the Home Occupation working document. A public hearing is scheduled for this on January 22, 2013 at 6:30PM. In addition, another public hearing will be held that same meeting the proposed zoning ordinance related to removing restrictions on the funnel development from non-permitted use to building law requirement. Selectmen Nelson asked when the decision from the Planning Board will be made regarding the Citizen Petition warrant article. Ed Comeau stated it will be discussed on the next Planning Board meeting.
- **Joint Loss Management Committee-** A discussion was made regarding the new guidelines for the Committee outlined in a recent email from the Department of Labor. The requirement for having a Joint Loss Management Committee has changed from having 10 employees to 15 employees in a business. Committee Chair Jessica Robischeau spoke with an inspector at the Department of Labor and discussed who was considered an 'employee'. The inspector stated anyone who is not elected nor is a volunteer considered an employee. There was a discrepancy between what Treasurer Maclean has been informed as an 'employee' and what Chairman Robischeau was given. Selectmen Camp stated he would like it in writing as to who is an employee before a decision is made regarding the Committee. Jessica Robischeau will bring it to the next meeting. In addition, the fire extinguishers were checked and the tags were not updated. Brad Williamson will be contacted to update the tags.
- **Website Statistics-** Rose Zacher gave an update on the usage of the website. A copy of the report is attached.
- **Other Boards or Committees-** Selectmen Zacher suggested that the Cable Committee be disband due to inactivity.

MOTION: *Selectmen Zacher moved to disband the Cable Committee and the Selectmen will pick up the action items if they have to. Seconded by Selectmen Nelson. A vote was taken, all in favor, motion carries.*

- **Old Business-**
 - *Nate Fogg, Perambulation-* Since the Selectmen have not heard from Nate Fogg, Selectmen Zacher suggested creating an action plan on what to do about the last point which can not be located. The first half of the Perambulation was completed and submitted to the State and the second half is almost complete with the exception of the last point which can not be located. Selectmen Camp stated he will call Mr. Fogg in the morning and get an update. If the last point still can not be found, then he is going to ask for what has been completed and bring it to the Select Board to discuss submitting it without the final point.
 - *Eagle Scout Letter of Recognition-* The letter has not been completed.
 - *CEO fee structure change-* Selectmen Zacher stated he will work on setting a Public Hearing for this hearing. The hearing will be February 12, 2013 at 6pm.
 - *Public Safety Budget-* Selectmen Zacher spoke with Wakefield's Administrative Assistant Theresa Williams who stated they pro rate the budget based upon the population. They also had an additional police officer who was hired and funded from a grant. After 3 years, the Town is obligated for the new officer's salary for one additional year, which increased the budget.

- *Neighborhood Watch Signs*- Jessica Robischeau has been calling the Department of Traffic but has not been able to get in contact with the territory manager. Efforts will continue until an answer is reached.

- **New Business-**

The Town Clerk posted that her hours are changing as of January 14, 2013 on Monday's to 11am to 6pm due to the State's support office closing at 6pm.

- The annual report submissions were requested by all Board and Committee Chairs for January 15, 2013. The Chairman Selectmen Camp will be organizing each submission and head the Committee.

MOTION: Selectmen Nelson made a motion to appoint Katherine Camp to put the report together. The motion was seconded by Selectmen Zacher. A vote was taken, all in favor, motion carries.

- The Municipal Budget hearing will be held on February 12, 2013 at 6:00pm following the CEO fee structure hearing. Selectmen Zacher will work the postings with Jessica Robischeau.

- A draft of the 2013 Warrant Articles was submitted for the Selectmen to review. It will be further discussed at the next Selectmen's meeting.

- The Scholastic Fund article change needs to be presented at the next meeting in order to be placed on the Warrant Article draft. Jessica Robischeau will contact the committee.

- Selectmen Zacher suggested that all Town communications through email be submitted to Administrative Assistant Jessica Robischeau to keep a record in the Town files. All Selectmen agreed.

- Some upcoming events were discussed. Historically, the Selectmen have hosted a Town breakfast on Town Clean up Day. The Selectmen decided to continue this tradition with a date of April 27, 2013. A donation basket will be placed on the morning of the breakfast. The Heritage Commission will be hosting a breakfast in March. The date will be determined and reported at a future Selectmen Meeting. There will be a 'Meet the Candidates' Town Coffee on March 2nd from 8am-9am. Candidates can sign up to run for office, with the Town Clerk, between January 25, 2013 and February 1, 2013.

Mail reviewed.

Meeting adjourned at 8:15 PM

Respectfully Submitted,

Jessica Robischeau
Administrative Assistant