



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

## SELECTMEN'S MEETING MINUTES

January 22, 2013

**ATTENDANCE:** Selectman William Nelson, Selectmen Clifton Camp, Selectmen Rich Zacher, Tax Collector Diana Peckham, Town Clerk Virginia McGinley, Deputy Tax Collector Rose Zacher, Treasurer Marilou Maclean, Administrative Asst Jessica Robischeau, CEO Ed Nason, Planning Board Geary Ciccarone, Auditors Marilyn Bushman & John Nelson, Emergency Management Brad Williamson

**PUBLIC IN ATTENDANCE:** 16

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

**Special Guest: Catalina Celentano, PSNH Critical Facility Director-** discussed any issues/concerns that the public had with PSNH as well as going over the Critical Facility the Town has, which the residents need to be aware of during storm restorations or power outages.

**Public Comments:** Ron Fountain briefed the Selectmen and the public regarding House Bill 130- The wiring of gas stations to generators.

### Approval of Minutes:

- **01/08/2013- MOTION:** *Selectmen Zacher moved to accept the minutes from January 8, 2013 meeting, seconded by Selectmen Nelson. A vote was taken, all in favor, motion carries.*
- **01/17/2013- MOTION:** *Selectmen Nelson moved to accept the minutes from January 17, 2013 meeting, seconded by Selectmen Zacher. A vote was taken, all in favor, motion carries.*

**Special Guest: Pam Frazier:** Mrs. Frasier asked to be placed on the agenda for the peace of mind of all citizens who attend the Town meetings, that a police officer be present at all meetings because some people are armed when they attend the meeting. Selectmen Camp stated for the record that if anyone has ever felt the need for a police officer at a meeting, the police department was notified and an officer was in attendance. In addition, they have stopped by meetings in the past just to check in, while on duty. Many members of the public expressed their concern of taking police officers off the road to attend each meeting. Chief Kenneth Fifield attended the meeting and answered any questions the public had. As a result, the Selectmen stated that if anyone felt uncomfortable attending any of the Town meetings, to call the police station and ask for a police escort. In addition, Chief Fifield will reiterate to the officers to check in at the meetings as their schedule allows.

## REPORTS FROM TOWN OFFICIALS:

- **Treasurer-** Bills and checks were signed. A draft of the proposed Town Budget was given to the Selectmen. A question was asked regarding a service call fee for the furnace in the Schoolhouse. Selectmen Zacher stated he would call the oil company in the morning regarding the fee.
- **Tax Collector-** Diana Peckham asked the Board to approve purchasing additional Town Of Brookfield envelopes with the Forever stamp before the stamps increase in price. The Selectmen approved 4 boxes of window envelopes for the Tax Collector and 2 boxes of envelopes- no window- for Administrative Asst/ Assessor Clerk Jessica Robischeau. Tax Collector Peckham also presented the Selectmen with the unpaid tax amount for 2012 of approximately \$202,000. All overdue taxes are charged an 18% interest rate which is mandated by the State.
- **Town Clerk-** Virginia McGinley asked the Selectmen if they were preparing the ballot or if she was preparing the ballot. It is the responsibility of the Town Clerk to prepare the ballot but in the past, the Selectmen have prepared the ballot with the help of Selectmen Camp's wife. In addition, Selectmen Zacher suggested Administrative Assistant Jessica Robischeau prepare the annual report since she is paid for the position and she already has all the reports from the department heads. Selectmen Nelson stated that they have already made a commitment to Katherine Camp. Selectmen Camp stated he would ask Katherine if she is interested in continuing preparing the ballots and the annual report and let every one know of her decision. Rose Zacher is on the review committee and scheduled the Annual Report review for Sat. 2/23/13.  
- The Town Clerk posted filing dates for running for office- Monday & Tuesday during office hours and Friday 2/1, the last day to file, until 5pm.
- **Administrative Assistant/Assessor Clerk-** Nothing to report
- **Road Agent/Code Enforcement-** Nothing to report
- **Heritage Commission-** A St. Patrick's Day Breakfast will be held on March 16<sup>th</sup>, 2013. More information will follow.
- **Joint Loss Management Committee-** Chairman Jessica Robischeau presented the Department of Labor law stating that all elected officials are exempt as employees for any municipality.
- **Planning Board-** The Board has had 4 public hearing in the past month and has been working on general housekeeping items.
- **Other Boards or Committees- Scholastic Fund Committee-** Stephanie Marsh and Brian Robischeau presented the Selectmen with a new warrant article to replace the existing one to replace GPA with *highest level of academic achievements* which allows not only private and public school children to be eligible but also homeschoolers. Also, the resident will need to apply for the scholarship versus being chosen as it has been done in the past. The warrant will need to be given to Town Council by Selectmen Zacher.

- **Old Business-**

- *Nate Fogg, Perambulation-* Selectmen Camp spoke with Mr. Fogg who stated the last point can not be found. Mr. Fogg will be at the next Selectmen's meeting to present what has been completed.
- *Warrant Article Draft-* Selectmen Zacher stated that in the past, the only way to extract money from a Capital Reserve Fund is by vote at a Town meeting. Now, the State Law states a Town can vote to appoint the Selectmen as *agents* to allow spending for a specific fund it voted on by warrant at the annual Town Meeting. Therefore, there will be a few warrant articles regarding the Cemetery Fund and Parks and Rec Equipment Fund where the Selectmen will be asking the residents to vote them as their appointed agents. This way, for example, if a piece of land becomes available for a Town Cemetery, a special meeting will not be required.

- **New Business-** The Welfare Director asked the Selectmen for a raise as she has received \$10.00 an hours for many years. It was suggested to raise her hourly wage to \$14.00 which is concurrent to the other hourly wage employees.

***MOTION: Selectmen Zacher moved to raise the Welfare Director, Lynn Watts, hourly wage to \$14.00 an hour. The motion was seconded by Selectmen Nelson. A vote was taken, all in favor, motion carries.***

- Selectmen Zacher wanted the public to be aware of the Selectmen's budget line item 1403.200 which states there is a Board Expenses there is a \$75.00 stipend which is paid to each Selectmen quarter. He was not aware of this until recently and felt the public should be aware of this. This has been in the budget for well over 10 years. In addition, he has asked Treasurer Maclean to create a new line item for just the \$75 Board expense stipend.

- The Selectmen reviewed the agenda process due to a previous vote years ago where the Chairman of the Board would oversee the agenda and the agenda would be posted 5 days prior to the meeting.

***MOTION: Selectmen Zacher made a motion to revoke the previous motion for the Chairman to oversee the agenda and check the prior meeting Selectmen minutes and then create the agenda based on the minutes. Then a draft will be emailed to the Selectmen for any revisions. Once it is approved, it will be posted on the website. The motion was seconded by Selectmen Nelson for discussion. Selectmen Nelson felt that any modifications should be reviewed by the Chairman.***

***A vote was taken, Selectmen Zacher voted I, Selectmen Nelson and Selectmen Camp, Nay. Motion was not carried.***

Budget review meeting was set for Saturday, January 26<sup>th</sup> at 9AM.

Mail reviewed.

Meeting adjourned at 9:00 PM

Respectfully Submitted,

Jessica Robischeau  
Administrative Assistant

MINUTES APPROVED ON 02/12/2013, WITH THE FOLLOWING CHANGES:

- 1) Page 2, under Town Clerk, second line: *It is the responsibility of the Town Clerk to prepare the ballot.* The remainder of the sentence was deleted. This sentence was added to follow the above: *Virginia McGinley agreed to do the ballots.*
- 2) Page 2, under Town Clerk, 7<sup>th</sup> line down: *Selectmen Camp stated he would ask Katherine if she is interested in continuing to prepare the annual report...*
- 3) Page 3, under New Business, under Selectmen Zacher.... *There is a \$75.00 stipend which is paid to each Selectmen **quarterly**.*