



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

**SELECTMEN'S MEETING MINUTES**  
March 26, 2013

**ATTENDANCE:** Selectman William Nelson, Selectmen Rich Zacher, Selectmen Brian Robischeau, Deputy Tax Collector Rose Zacher, Treasurer Marilou Maclean, Administrative Asst Jessica Robischeau, CEO Ed Nason

**PUBLIC IN ATTENDANCE:** 4

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

**Reorganization of the Select Board:**

**MOTION:** *Selectmen Zacher made a motion to appoint Selectmen Nelson as the Chairman of the Select Board. The motion was seconded by Selectmen Robischeau. All in favor. The motion carries.*

**MOTION:** *Selectmen Robischeau made a motion to appoint Selectmen Zacher as the Vice Chairman of the Select Board. The motion was seconded by Selectmen Nelson. All in favor. The motion carries.*

**REPORTS FROM TOWN OFFICIALS:**

- **Treasurer-** The MS 2 and MS 5 have been prepared and Marilou Maclean asked the Selectmen to sign the forms at the end of the meeting. Then, copies will be made and the originals forwarded to the Department of Revenue.
  - Marilou Maclean announced she will begin posting the monthly proposed budget on the website. At the next Selectmen's meeting, she will present a draft of the proposed Excel sheet budget for approval before it is posted.
  - The 2012 Workmen's Comp Audit was mailed into Primex.
  - The quarterly payroll tax statement was filed twice and rejected by the State of NH because it was not on their new form. Now they are asking for it to be filed online which was done last night. Because it was rejected, there is a \$25 late fee which Treasurer Maclean asked for approval.
  - A bill was received from Lexis Nexis for the updated law books. There was discussion whether or not these books are needed now that the same information is easily accessible on the web. The Selectmen decided to ask each board in which they are the Selectmen's Representative, to ask the board members if they use the books. Then, report their findings at one of the Selectmen's meeting.
  - Selectmen Nelson asked Treasurer Maclean what the cost of running the last election was. Treasurer Maclean stated she did not have the figures available but she will bring them to the next meeting.
- **Administrative Assistant/Assessor Clerk-** Avitar was in Town on Thursday and Friday assessing property's with building permits.

- **Road Agent-** Weight limit signs were posted due to mud season.
  - There was a complaint regarding the road on Tibbetts Hill Rd with regards to the condition of the road. The road crew has been working to rectify the condition and may need to take one last look by the end of the week.
  - Selectmen Nelson asked Ed Nason to present a breakdown of hours on each day work is done and list what is done. Ed Nason stated he already does this unless a snow storm lasts more than one day, he will then group it together. He will no longer do this and list all work and hours on a daily basis.
- **Emergency Management-** The last Hazard Mitigation meeting was held last Monday. A draft of the document should be received within the next 3 months.
- **Heritage Commission-** A letter from the Heritage Commission was read asking the Selectmen to appoint Marilou Maclean to remain Chairman of the Committee.

***MOTION:*** *Selectmen Zacher made a motion to appoint Marilou Maclean as the Chairman of the Heritage Commission. The motion was seconded by Selectmen Robischeau. All in favor. The motion carries.*

- **Joint Loss Management-** Selectmen Zacher suggested writing a letter to the State regarding the Committee before it is abolished due to the new guidelines from the Dept of Labor. Selectmen Zacher and Administrative Assistant Jessica Robischeau will work on the letter.
- **Planning Board-** The next meeting will be held on April 8, 2013. There was a brief meeting after the election to certify the FEMA amendment. It was mailed after it was certified.
- **Old Business-**
  1. *Townhouse Update-*
    - The bathrooms have been gutted. The insurance adjuster measured the water under the floors. There is a chance the floor will cup since the wood was damp but it will not be known until the floor dries and warms up. The front carpet has been removed. The adjuster will now review the damage and write a report to repair the damage. This process takes a few weeks. The Selectmen discussed additional repairs which should be completed at the same time such as making the utility room a handicap bathroom. Selectmen Nelson asked Ron Laste of Kingswood Mechanical for his opinion to make the building more efficient and include the necessary repairs.
    - Ernie Brown suggested to the Selectmen and Marilou Maclean to write a synopsis of the questionnaire which was distributed for the opinion of the Towns people on what to do with the Schoolhouse.
    - Selectmen Nelson suggested on having a special joint Selectmen and Heritage Commission meeting to discuss the repairs. The meeting was set for April 2, 2013 at 7PM in the Townhouse.
  2. *Audit-* Two State forms were completed by the Town Auditors- MS 9 and MS 60 and submitted to the Selectmen. They asked Jessica Robischeau to mail the originals and keep the copies on file.

- **New Business-** Selectmen Zacher stated there is a Town Official Workshop being held on April 10, 2013. He will be attending with Selectmen Robischeau.
  - A discussion was made regarding the Federal Assistance for snow plowing for one of the major storms in this area. It was decided not to accept any Federal funding for this. Selectmen Zacher will write a note stating the Town has chosen to pass on this assistance.
  - Selectmen Nelson asked the Board if they would like to change or keep the Selectmen meeting time of 6:30 PM on Tuesday's. They both approved. There was discussion on the Selectmen's hours in particular for Selectmen Robischeau who would like to attend his office hours on a Saturday morning instead of the scheduled Friday. Selectmen Nelson stated it will be further discussed at the next Selectmen's meeting.
  - A letter was received indicating the Carroll County taxes will increase 2.5%.
  - Administrative Asst Robischeau stating she received a request from the Kingswood Lake Association about booking the Townhouse for their annual meeting in July. The Selectmen felt that due to the uncertainty of the repairs, an answer can not be given.
  - Selectmen Nelson would like to restructure the Agenda and will email a draft to the other Selectmen.

*Mail Reviewed*

**Approval of Minutes:**

- *02/26/2013- **MOTION:** Selectmen Zacher moved to accept the minutes from February 26, 2013 meeting as presented, seconded by Selectmen Nelson. A vote was taken, all in favor, motion carries.*
- *03/02/2013- **MOTION:** Selectmen Zacher moved to accept the minutes from March 2, 2013 meeting as presented, seconded by Selectmen Nelson. A vote was taken, all in favor, motion carries.*
- *03/12/2013- **MOTION:** Selectmen Zacher moved to accept the minutes from March 12, 2013 meeting as presented, seconded by Selectmen Nelson. A vote was taken, all in favor, motion carries.*

Meeting adjourned at 9:30PM.

Respectfully Submitted,

Jessica Robischeau  
Administrative Assistant