



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

SELECTMEN'S MEETING MINUTES
April 9, 2013

ATTENDANCE: , Selectman William Nelson, Selectmen Rich Zacher, Selectmen Brian Robisneau, Treasurer Marilou Maclean, Tax Collector Diana Peckham, Administrative Asst Jessica Robisneau, CEO Ed Nason, Bill Gaver, Deputy Tax Collector Rose Zacher, Planning Board Geary Ciccarone, Auditors Marilyn Bushman & John Nelson, Dick Peckham, Tom Hill, Samantha Nason, Ernie Brown, Dr James Manning, Charlotte Coleman, Ed Comeau, Rick Surette

PUBLIC IN ATTENDANCE: 6

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

Chairman Nelson began the meeting by explaining that the Agenda has been changed slightly and sited the changes.

Correspondence: Selectmen Nelson read a letter from resident Ron Fountain regarding electrical suggestions for the Townhouse/Schoolhouse. Selectmen Nelson asked Mr. Fountain for suggestions at the joint Heritage Committee/Selectmen meeting, using his electrical engineering background.

- A letter from Northern Human Services was read requesting the same donation as last year in the amount of \$358. This was approved since it was placed in the budget for 2013 and passed to Treasurer Maclean.
- A letter was received from Tom Giguere, Conservation Committee Chair, with an updated list of members.
- Carroll County's revised MS42 was received.
- A thank you letter written for Dulcie Lavender was read by Selectmen Nelson and signed by all three Selectmen. Mrs. Lavender has decided to 'retire' from the Conservation Committee.

MOTION: *Selectmen Zacher moved to accept the updated list of Conservation Committee members as presented. The motion was seconded by Selectmen Robisneau. A vote was taken, all in favor, motion carries.*

Approval of Minutes:

- **03/26/2013- MOTION:** *Selectmen Robisneau moved to accept the minutes from March 26, 2013 meeting, seconded by Selectmen Zacher. A vote was taken, all in favor, motion carries.*

REPORTS FROM TOWN OFFICIALS:

- **Treasurer-** Treasurer Maclean started by stating that there is currently \$42,914.98 in the Checking and \$275, 587.60 in the Savings Account. One bill received in which there was discussion was whether or not to renew the Lexis Nexis updates. The information is available for free online. This expense would save the town over \$400. The Planning Board was present and stated they do use the books but if they

- were able to get online access, they would utilize the Statutes online instead. CEO Nason asked if the Town had a legal obligation to have the books accessible to the public. Selectmen Nelson asked Administrative Robischeau to send an email to the Town Attorney regarding this and also, to ask other Towns if they utilize the Lexis books or take advantage of the online access.
- **Tax Collector-** There are four properties which are due to be deeded to the town due to non payment of taxes. Any property, in which taxes are not paid, legally goes to deed to the Town 2 years and 1 day after the property is leined. The four properties are Map18 Lot 4B, Map 18 Lot4C, Map5 Lot7 and Map25 Lot 2. One of the properties is rented and the Tax Collector asked if she was able to go through the tenant. Selectmen Zacher stated she should.
 - Tax liens for unpaid 2012 taxes will be done on Friday.
- **Planning Board-** Chairman Geary Ciccarrone was elected as Chairmen of the Planning Board for another term.
 - The Board is currently reviewing the application for a Disc Golf course at Moose Mountain Recreation. A public hearing is next to be set for the course.
 - Mr. Ciccarrone explained how he spoke with the Town Attorney and in her opinion, the zoning ordinances are very disorganized. No changes will be made but they will be looking to organize the ordinances.
 - Finally, Mr. Ciccarrone explained they will continue to work on the Capital Improvement Plan.
- **Assessor Clerk/Administrative Assistant-** A veteran's tax exemption application was presented to the Selectmen and signed.
- **Road Agent/Code Enforcement-** CEO Nason submitted two Intent to Excavate applications for the gravel pits in Town. They were both signed by all three Selectmen.
 - One building permit was received on 90 Lyford Road.
 - The road crew has been working with mud issues. Street sweeping will begin next week.
- **Forest Fire Warden-** Permits are now required for all burning since the snow has melted.
- **Heritage Commission-** The next meeting is tomorrow night at 7PM. Old Home Day will be discussed as well as Townhouse renovations.
- **GWRSD-** School Board members Ernie Brown and Dr. James Manning gave an update on the school district. The school board meeting in August will be in the Town Office with the approval of the Selectmen. The Selectmen will ask the Planning Board to move their meeting to the Townhouse for that evening. Mr. Brown explained many new programs being offered at the high school due to the new renovation such as precision manufacturing, a childcare program (opening in 2014), agricultural science, welding, aquaculture program, auto technology and hospitality with their own model hotel room in the building.
- **Joint Loss Management Committee-** According to the new Department of Labor guidelines, the Town no longer needs to report Joint Loss Management meetings but we will still be holding meetings.

- **Website Statistics-** Rose Zacher gave an update on the usage of the website. A copy of the report is attached.
- **Agriculture Commission-** The next meeting will be held on Monday May 6th at 6:30pm. The election of officers will be held.
- **Strafford Regional Planning Commission-** Ed Comeau reported that the Commission is in the process of discussing a safety issue with the corner of Rte 109 and Lyford Road.
- **Old Business-**
 - *Nate Fogg, Perambulation-* No update.
 - *Selectmen Hours-* The Selectmen decided to change the Selectmen hours to the last Saturday of the month from 9AM to 12PM. The office will still be open on the 1st, 3rd, and 5th Friday's for the Administrative Assistant. These new hours will start April 27th.
 - *Townhouse repairs-* A meeting was held with the Heritage Commission and the Selectmen to discuss options for the repairs. Planning Board Chair Geary Ciccarone offered to volunteer his time to make a spec sheet on what needs to be done and then the Selectmen can get estimates based upon the spec sheet. Another joint meeting/public meeting will be held on Tuesday April 16th at 7pm.
 - *Welfare Cash Flow Meeting-* On Monday April 15th, there will be meeting with Selectmen Zacher, Tax Collector Peckham and Welfare Director Lynn Watts to discuss the cash flow process for Welfare. This is a public meeting and all are welcome to attend.
 - *Alarm System Training-* On Wednesday April 17th at 10AM, American Security will be holding a training on the alarm/fire system. IT Specialist Lance Maclean and Administrative Assistant Jessica Robischeau are required to attend. Other employees and elected officials are welcome to attend.
 - *Town Office Lock-* The Selectmen thanked Tom Hill for switching the rear lock to the front door due to problems with the lock.
 - *Septic Pump-* The Selectmen were questioning the last time the septic was pumped. Ernie Brown stated it was pumped about 1 ½ years ago. Selectmen Nelson asked Administrative Assistant Jessica to include this information in the new operation manual.
 - *Breakfast April 27th* - Town clean up day will be held on April 27th from 8AM to 10AM starting with a breakfast held by the Selectmen which consists of French toast, eggs and sausages.
- **New Business-**

Selectmen Nelson discussed a previous issue regarding the Selectmen's pay. Since the Town elects the pay rate for the Selectmen at \$5000, it would be a personal decision if they choose to decrease their rate. All three Selectmen decided they would keep their rate of \$5000 a year.

Mail reviewed.

Meeting adjourned at 9:15 PM

Respectfully Submitted,

Jessica Robischeau
Administrative Assistant