



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

SELECTMEN'S MEETING MINUTES
April 23, 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, Dick Peckham, Tom Hill, Samantha Nason, Ed Comeau, Ray Dodier

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

Correspondence: Selectmen read a letter from Gary Roberge of Avitar Associates explaining there will be a charge for Avitar's support in the Fairpoint Litigation case.

Approval of Minutes:

- **04/02/2013- MOTION:** *Selectmen Zacher moved to accept the minutes from April 2, 2013 meeting with the revisions as noted, seconded by Selectmen Robisneau. A vote was taken, all in favor, motion carries.*
- **04/09/2013- MOTION:** *Selectmen Zacher moved to accept the minutes from April 2, 2013 meeting, seconded by Selectmen Robisneau. A vote was taken, all in favor, motion carries.*

REPORTS FROM TOWN OFFICIALS:

- **Treasurer-** Treasurer Maclean stated the quarterly Federal payroll Reports was mailed and the State payroll Reports will be filed online tomorrow.
 - A letter was received from the NH Municipal Bond Bank asking for information regarding the Town's financial procedures including the last 4 years of audits. Mrs. Maclean spoke with them and due to the school district loan, they are asking for this information. She will be filling out the questionnaire and forwarding the information as requested.
 - The Selectmen questioned the Avitar bill with Jessica Robisneau stating that Chad Roberge met with her for 3 hours at a cost of \$65.63. She stated Chad and a new Avitar employee came to the office to pick up the construction pickups (construction permits issued in the past year) but did not recall it being 3 hours. She was asked to call Avitar regarding the bill.
 - Primex has sent a letter regarding the charges for this years Workers Compensation policy. Last year, the cost was approximately \$600. This year, the cost went up to \$2000. They will be giving the Town of credit of \$848 which decreases the cost to \$1152. It was asked if the public officials were covered under this policy. Mrs. Maclean stated that all public officials are indemnified unless Primex feels otherwise.

- **Tax Collector-** Tax liens were placed on 36 properties due to non payment of property taxes. Three properties will be deeded on Friday- Map18 Lot 4B, Map 18 Lot4C and Map25 Lot 2.
- **Planning Board-** The Board accepted the application for a Disc Golf course at Moose Mountain Recreation. A public hearing is to be set for the course.
 - Dick Peckham offered to serve as a Planning Board Alternate.

MOTION: *Selectmen Zacher made a motion to appoint Dick Peckham as a Planning Board Alternate. The motion was seconded by Selectmen Robisneau. All in favor and the motion carries.*

- **Assessor Clerk/Administrative Assistant-** Two tax abatement applications were submitted to the Selectmen, along with Avitar's recommendation, for their review. Tax Map 14 Lot 3 was approved by the Selectmen under Avitar's recommendation. Tax Map 26 Lot 6 was also approved under Avitar's recommendation. Both approvals were signed by the Selectmen.
 - Jessica Robisneau stated that she has been receiving phone calls at home from residents. She has asked Town Clerk Virginia McGinley not to refer resident calls to home.
 - Jessica Robisneau asked the Selectmen if they would approve her selling dump stickers to residents when the Town Clerk is not available. She spoke with Virginia McGinley and she stated it was a good idea because Mrs. Robisneau has had many requests in the past. The Selectmen did not see this as a problem as long and the resident showed proof of residency before the sticker is given out. A list of residents who purchased the sticker will be made and given to the Town Clerk with the fee, weekly.

MOTION: *Selectmen Robisneau made a motion allow Jessica Robisneau to sell the Transfer Station stickers, under proper care as discussed. The motion was seconded by Selectmen Zacher. All in favor and the motion carries.*

- **Road Agent/Code Enforcement-** CEO Nason submitted an Intent to Cut application for MacKillop It was signed by all three Selectmen.
 - Building permits were received on 90 Lyford Road and 229 Governors Road.
 - The weight limit signs have been removed. The road crew will begin to install the Neighborhood Watch signs now that the ground has thawed.
 - Spring grading will begin for many of the dirt roads.
 - Ed Nason asked the Selectmen to start on the list of projects set up this year beginning with the survey on Brice Dr. All Selectmen agreed.
 - Selectmen Zacher pointed out how well Tumbledown Dick Rd held up with the recycled asphalt and asked Ed Nason if this could be done to Moose Mountain Rd instead of pavement. Ed Nason felt that because the road is traveled more and due to the steep hill, it would not hold up well. Selectmen Zacher asked Ed Nason to get a quote for both recycled and standard asphalt to compare the prices.
- **Forest Fire Warden-** The forest fire truck has been repaired in is in service.
- **Heritage Commission-** Marilou Maclean reviewed the Schoolhouse questionnaire results. Another meeting is set up for May 8th at 7pm in the Town Office to discuss more options on the repairs or demolition of the Schoolhouse.

- **Agriculture Commission-** The next meeting will be held on Monday May 6th at 6:30pm. The election of officers will be held.
- **Zoning Board-** Ernie Brown offered to serve as a member.

MOTION: *Selectmen Zacher made a motion to appoint Ernie Brown as a Zoning Board member. The motion was seconded by Selectmen Robischeau. All in favor and the motion carries.*

- **Old Business-**
 - *Nate Fogg, Perambulation-* Ed Comeau stated he spoke with Mr. Fogg and he is still searching for the last point and will have more information by Friday 4/26/13.
 - *General Assistance Lien Process-* A handout was given to all the Selectmen and read by Selectmen Zacher. As financial assistance is given to the resident, a lien will be placed on their property. The Selectmen decided to begin this process starting effective 5/1/13.

MOTION: *Selectmen Zacher made a motion to begin the lien process starting at \$0 effective 5/1/2013. The motion was seconded by Selectmen Robischeau. All in favor and the motion carries.*

- *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. A donation basket will be at the front door.
- *Governmentoversite.com Web Link-* A discussion was made if the Town should list the website as a link to the Town website for access to Selectmen and Planning Board meetings. Selectmen Zacher stated he will discuss the subject with the Town Attorney before any decisions are made.
- *Lexis Nexis Books-* Selectmen Nelson asked Jessica Robischeau if she has contacted surrounding Towns to see if they have the books in addition to using the online access. She stated she contacted the Town of Wakefield Assessing Technician who stated they do have the books in the office but she generally used the online access. The Town Attorney stated there is no law where a Town is required to keep the books for residents. The Selectmen then decided to cancel the subscription which saves the Town over \$500 a year. Jessica Robischeau will write the company a letter cancelling the subscription.
- *Alarm System Training-* American Security came to the Office and training Administrative Assistant Jessica Robischeau and IT specialist, Lance Maclean on the Security System. The problem which was previously encountered was that the alarm had been activated and silenced but was not reset. Fred Cann asked if the company could automatically be reset from their office after a certain amount of time is passed. Another option would be to have the company call the office after a certain amount of time after an alarm is activated to make sure the problem was fixed and then to reset the alarm. These options will be discussed with the company.

- **New Business-**
 - *Office Keys-* Selectmen Zacher asked what the procedure was for handing out keys to the Town Office to new Board Members. Selectmen Nelson stated that Ernie Brown had a procedure but he would need to contact him to review it. He will do so and report it back to the Selectmen.

- *Scholarship Presentation*- The scholastic award presentation was discussed about how the award is given to the high school senior. It was asked if it should be done on awards night or during a Selectmen Meeting and by whom? The Trustees of the Trust Fund has presented it in the past and the Selectmen decided it would continue to do so at the awards night. Selectmen Zacher will notify the Trustees of their decision.

-*Local Policies*- Selectmen Zacher has found out that they are many local policies that he was not aware of that should be documented in one place such as the Selectmen Procedure Manual which is being developed. One example is the official posting places for meetings. Although the website can be an official posting site, a different Selectmen Board motioned that both bulletin boards were the Town's official posting sites. Selectmen Zacher will check to determine what is required for other official posting.

-*Newsletter*- The newsletter is being created for the June tax bill. All submissions need to be submitted by May 20, 2013.

-*Property/Liability Policy*- Marilou Maclean discussed the policy and any changes which should be made.

MOTION: Selectmen Nelson made a motion to go into non public session due to RSA 91-A:3 (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. The motion was seconded by Selectmen Zacher. All in favor and the motion carries. Roll call was taken.

MOTION: Selectmen Zacher made a motion come out of non public session with no decisions made. Selectmen Nelson seconded the motion. All in favor, motion carries. Roll call was taken.

Mail reviewed.

Meeting adjourned at 9:00 PM

Respectfully Submitted,

Jessica Robischeau
Administrative Assistant

*05/28/2013 Minutes approved with the following revision:

*Page 3 Under the Old Business Motion: **Selectmen Zacher made a motion to begin the lien process starting at \$0 effective 5/1/2013. - Delete starting at \$0.***