



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

SELECTMEN'S MEETING MINUTES
June 11, 2013

ATTENDANCE: Selectmen Rich Zacher, Selectmen Brian Robisneau, Treasurer Marilou Maclean, Administrative Asst Jessica Robisneau, CEO Ed Nason, Town Clerk Virginia McGinley, Tax Collector Diana Peckham, Tom Hill, Ed Comeau, Fred Cann, Rose Zacher, Jennifer McKown, Geary Ciccarone, Samantha Nason, Selectman William Nelson was absent.

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

Correspondence: A letter from the Department of Motor Vehicles outlining the recent audit performed on Town Clerk Virginia McGinley as the Municipal Registration Agent was received. The Town Clerk passed the audit.

Approval of Minutes:

- **05/28/2013- MOTION:** *Selectman Robisneau moved to accept the minutes from May 28, 2013 meeting with the revisions as discussed:*

Page 1, last paragraph, Selectmen Zacher asked the Tax...

Page 2, Under Road Agent, second statement, change Tumbledown Dick Rd to part of Moose Mountain Road.

Page 3, Under Public Comments, second statement, change to : Selectmen Zacher stated that at the Wakefield Selectmen meetings, a police activity report prepared by Chief Fifield is reviewed. He would like the report to be sent to Brookfield for review at the Selectmen Meetings.

The motion was seconded by Selectman Zacher. A vote was taken, all in favor, motion carries.

Public Comments: None

REPORTS FROM TOWN OFFICIALS:

- **Treasurer-** Bills were reviewed and checks were signed. The school district bill is due for June in the amount of \$133,901, which will be paid promptly. On July 1st, another bill is due for the school district in the amount of \$187,947 which will need to wait until taxes are collected. Dick Peckham asked why the bill amounts are different from month to month. Treasurer Maclean responding in that this is they way the bill.
- A bill was received from Town Clerk McGinley asking for an extra night's stay for the Town Clerk Association conference. She asked for the Town to pay for the night before so she can set up for the conference being held the next day. Selectmen Zacher stated that last year the Town agreed to pay for the extra night with the motion that it will no longer be covered by the Town since it does not involve Town business on that evening. Selectmen Robisneau asked what is done on this night and

Town Clerk McGinley stated it has nothing to do with Town business but is for the Town Clerk's Association. This night had always been paid by the Town in the past.

Motion: *Selectmen Zacher made a motion not to pay the extra night's stay since it did not involve Town business. Selectmen Robischeau seconded the motion. All in favor. Motion carries.*

- **Tax Collector-** The deeding of Map 18 Lots 4B&C are scheduled to be deeded on July 1st 2013 per the request of the Selectmen at the last Selectmen's meeting. As for the other property to be deeded, Map 25 Lot 2, the property owners contacted her and felt they are willing to work with her. A meeting is set up for tomorrow Wednesday 6/12/2013 to discuss the property.
- **Assessor Clerk/Administrative Assistant-** An intent to cut was signed for Map 12 Lot 1.
 - A Timber Tax Warrant was signed for Map 10 Lot 09.
- **Planning Board-** The annual bill for the Strafford Regional Planning Board was received and declined by the Board.
 - The Board is focusing on the CIP program which is a 5-10 projection plan for the Town.
 - Lastly, they worked on the Schoolhouse survey and a sample of the survey was given to the Selectmen.

Road Agent/Code Enforcement- The Neighborhood Watch signs have been installed. A survey estimate has been received for Cedar Park. CEO Nason is still awaiting paving estimates for Cedar Park and the top of Moose Mountain Rd. A rough grade and fill is planned for the upcoming week on Tumbledown Dick Rd.

- **Heritage Commission-** Tomorrow night there is a meeting to discuss the Schoolhouse Survey draft and Old Home Day. There will be a hike to Copple Crown on Old Home Day, a barbeque with beef, chicken, and pork. The band Clearly Related String Band will perform.
- **Town Clerk-** Virginia McGinley asked the Selectmen for their approval for the new Deputy Town Clerk, Jennifer McKown.

MOTION: *Selectmen Robischeau made a motion to appoint Jennifer McKown as the Deputy Town Clerk. The motion was seconded by Selectmen Zacher. All in favor, and the motion carries.*

- Mrs. McKown will start after a background check is performed and received. The training hourly rate will be set at \$10 an hour until she is trained and a letter is received by Town Clerk McGinley. At which time, the rate will change to \$13 an hour, once she is State certified.

- **Agriculture Commission-** The committee met last Monday and discussed having a farmers market. No time or date has been set. Once it is set, Ed Nason asked for the information be placed on the website which was agreed among the Selectmen. A discussion was made if the Town insurance policy would cover slip and fall or liability for products sold. Treasurer Maclean stated she would call the insurance company to discuss.

- **Old Business-** - The money from the April Breakfast will be allocated to the Conservation Commission after discussion between the Conservation Commission and Heritage Commission. The deposit of \$85 will be made by Treasurer Maclean this week.
 - Selectmen Zacher spoke with Lt. O'Brien of the Wakefield Police Dept. regarding the monthly police activity report. He will speak with the Chief. He asked for Jessica Robisneau to email our contact info to forward the report.

 - Selectmen Robisneau asked if the joint Heritage Commission/Selectmen Meeting be change from 6/18/13 to 6/26/13 because he will not be available on 6/18 and nor will Selectmen Nelson. The change was approved.
 - Tom Hill notified the Selectmen that the cemetery gate on Moose Mountain Road was stolen and reported to the Wakefield Police Department.

Meeting adjourned at 7:25 pm

Respectfully Submitted,

Jessica Robisneau
Administrative Assistant