



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

SELECTMEN'S MEETING MINUTES
June 25, 2013

ATTENDANCE: Selectmen Rich Zacher, Selectmen Brian Robisneau, Selectman William Nelson, Treasurer Marilou Maclean, Administrative Asst Jessica Robisneau, CEO Ed Nason, Tax Collector Diana Peckham, Tom Hill, Ed Comeau, Fred Cann, Rose Zacher, Samantha Nason, Ernie Brown.

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

Correspondence: Selectmen Nelson read a letter from Planning Board Chair Geary Ciccarone to the Strafford Regional Planning Board.

Approval of Minutes:

- **06/11/2013- MOTION:** *Selectman Zacher moved to accept the minutes from May 28, 2013 meeting as presented. The motion was seconded by Selectman Robisneau. A vote was taken, all in favor, motion carries. Selectmen Nelson was not present for the meeting so he abstained.*

Public Comments: None

REPORTS FROM TOWN OFFICIALS:

- **Treasurer-** Bills were reviewed and the budget through 5/31/2013 was presented. Marilou Maclean called the Local Government Center who carries the Town's liability insurance, with the farmer's market questions asked at the last Selectmen's meeting. The Town policy does not cover a participant's product for liability. They should have their own insurance and it is recommended that a copy of their insurance certificate is received prior to participating. There is accident liability coverage; in the case of a trip and fall incident, for example.
 - The background check was received for the Deputy Town Clerk, and cleared. A start date of July 2nd, was accepted by the Selectmen.
 - The question regarding the school bill not billing the Town in equal amounts over 12 months was brought up. Ernie Brown stated he would ask the School Board why the billing cycle is not linear.
 - Marilou Maclean spoke with the Trustees of the Trust fund regarding the recent distribution of the Scholastic Fund Award. She stated that the check went directly from the fund to the recipient and did not go through the Town.
- **Tax Collector-** Nothing to report

- **Assessor Clerk/Administrative Assistant-** The heirs to the Wiggin Cemetery presented a letter to Diana Peckham and Jessica Robisneau, written by Former Selectmen James Whittemore in November of 1970, stated he has abated all taxes on the cemetery and right of way currently and into the future. The minutes for the 1970 meeting could not be located to verify the letter. The letter was only signed by one Selectman, James Whittemore. The Selectmen (Zacher, Nelson, Robisneau) agreed to waive all penalties and interest charges due to change in assessment of the cemetery. Jessica Robisneau will speak with Avitar for the adjusted assessment card and present it at the next meeting.
- **Planning Board-** The next Planning Board meeting is being held on July 15, 2013
- **Road Agent/Code Enforcement-** Two survey estimates were received for Brice Drive and reviewed by the Selectmen.

Motion: *Selectmen Robisneau made a motion to accept the survey bid from Land Tech Service Corp. to survey Brice Drive. The motion was seconded by Selectmen Zacher. All in favor. The motion carries.*

A question was asked to the Road Agent, how long a resident has to complete building once a building permit is issued. Ed Nason responded a person has 18 months to complete from the issue date.

- Twenty One loads of gravel was received and it will be used in area roads around Town.

- **Conservation Commission-** The \$85 from the Selectmen Breakfast has been deposited in the Conservation Commission account.
- **Heritage Commission-** Tomorrow night there is a meeting to discuss the Schoolhouse Survey. The committee will then meet on July 10th for the last meeting before Old Home Day. Jennifer McKown will lead the hike to Copple Crown on Old Home Day.
- **GWRSD-** Ernie Brown updated the Board on updates to school buildings being performed. These updates include revising the systems in the high school, replacing a section of Carpenter School's roof, installing double doors in front of Carpenter School for safety and remodeling the Tuftonboro Central School's media center. He also reminded the Board that the School Board meeting on August 12th will be held at the Brookfield Town Office.
- **Zoning Board-** Jessica Robisneau presented the Selectmen with the new Board Members for the Zoning Board. The Board met on June 13, 2013. Paul Trembley will remain as Chairman and David Dansereau as Vice Chairman. The other Board members include Richard Mauser, Janet Murfey and Ernie Brown.
- **Old Business-** Selectmen Zacher stated he called the Town insurance company regarding the water claim in the Schoolhouse/Townhouse. A claims check had not been received. The insurance company will be mailing the letter with a check within the next week.

- **New Business-** the Town Attorney received a letter from Jim Bennett asking how the land use change tax is calculated. A response letter was written and signed by the Selectmen.
-Minutes Revision- Selectmen Zacher asked that this discussion be tabled until he attends a webinar scheduled for the middle of July.
- Heating Fuel-Pre-buy- The Selectmen discussed pre-buying the heating fuel for the winter as they have done in the past. Marilou Maclean will calculate the amount of fuel which was used and then the Selectmen will ask for bids from various fuel companies including the current fuel company, Dead River Co.
- **Public Comments-** Ed Comeau questioned the hiring process for the new Town Clerk Deputy which was answered by the Selectmen.
- He also asked when internet access will be available to committee members. Marilou Maclean responded stating she will ask Lance Maclean to provide this.
- Ed Comeau asked if the Town has looked into a 501 C3 with the government to help with the repairs to the Townhouse/Schoolhouse. Marilou Maclean previously researched the 501 C3 but the process takes 18 months to 2 years for the approval.

Motion: *A motion was made by Selectmen Zacher to go into nonpublic session per RSA 91A 3c- "Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant."*
The motion was seconded by Selectman Robischoeu. All in favor and the motion carries. Roll Call, Zacher, Robischoeu, and Nelson.

Motion: *Selectmen Zacher made a motion to come out of the nonpublic session and to seal the minutes. The motion was seconded by Selectmen Robischoeu. All in favor and the motion carries. Roll call, Zacher, Robischoeu and Nelson.*

Meeting adjourned at 7:45 pm

Respectfully Submitted,

Jessica Robischoeu
Administrative Assistant