



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

SELECTMEN'S MEETING MINUTES
August 27, 2013

ATTENDANCE: Selectmen Rich Zacher, Selectmen Brian Robischoeu, Selectman William Nelson, Treasurer Marilou Maclean, Administrative Asst. Jessica Robischoeu, Ed Comeau, Rose Zacher, Samantha Nason, Tom Hill, Ed Cann, Frank Frasier, Geary Ciccarone

Before the regular meeting, the Selectmen led members of the public through the Town property identifying repairs needed on all the Town buildings.

After the walk around of the property, Selectmen Nelson called the meeting called to order. Ed Comeau led us in the Pledge of Allegiance.

Speakers: None

Correspondence: A letter from the insurance company was received stating the status of the insurance claim on the Schoolhouse/Townhouse.

Approval of Minutes:

- **08/13/2013- MOTION:** *Selectman Zacher moved to accept the minutes from August 13, 2013 meeting as presented. The motion was seconded by Selectman Robischoeu. A vote was taken, all in favor, motion carries.*

Public Comments: Mark Stengal, a resident of Cedar Park, expressed his concern over never receiving notification from the Town regarding the survey being conducted on the roads in Cedar Park. Selectmen Nelson pointed out that this has been publicly discussed several times in Selectmen meetings. Ed Nason gave him an update on the status of the survey and why it is being completed. Selectmen Nelson stated that he will send a letter to all residents in Cedar Park explaining what is being done. In addition, the Town will notify residents of any unanticipated work being done, in the future.

REPORTS FROM TOWN OFFICIALS:

- **Treasurer-** Treasurer Maclean presented the account balances for the checking and savings.
 - The MS4 has been completed and the Selectmen need to sign it at the end of the meeting.
 - Mrs. Maclean received notification from Town Clerk McGinley that Deputy Town Clerk Jennifer McKown has been State certified.
 - Treasurer Maclean spoke with Administrative Asst. Robischoeu regarding questions on the bill for the security system. She needs to speak with them before the bill is paid.
- **Tax Collector-** Deputy Tax Collector Rose Zacher updated the Selectmen with the unpaid taxes as of August 26, 2013 was \$172,692.31.

- **Assessor Clerk/Administrative Assistant-** Jessica Robischeau asked the Selectmen to sign the MS1 extension. She spoke with Avitar and they requested the extension until the utility values are finalized.
- **Planning Board-** The Planning Board is working on getting the SRPC to come to Brookfield and give a presentation.
 - While still working on the Capital Improvement Program, the Planning is creating a list of Town assets and would like to work with Marilou Maclean to help complete this. Mr. Ciccarone also asked the Selectmen to form a building committee. The Selectmen decided they would discuss it and let the Planning Board know by the next meeting.
- **Heritage Commission-** The meeting has been moved to September 3 at 7pm.
- **Code Enforcement/ Road Agent-** Some of the prep has been started in Cedar Park.
 - Brush cutting will begin in 2 weeks.
 - The Selectmen asked for Ed Nason to review the floor specifications prepared by Middleton Lumber but received from Geary Ciccarone.
- **Cemetery Commission-** A member from the Commission will be present at a Selectmen meeting in 4 weeks to present information regarding the Town cemetery.
- **Old Business-** Pre-buy fuel bids were received and reviewed.

MOTION: *Selectman Robischeau made a motion to accept the proposal from White Mountain Oil Co. for the 2013-2014 pre-buy oil and propane fuel oil. The motion was seconded by Selectman Zacher. A vote was taken, all in favor, motion carries.*

- *Flag Pole Lighting-* Selectmen Robischeau met with the Town electrician, Bob Sonricker for estimates to install a light for the flag pole. He estimated the light to be \$40-\$50 and with installation it will total around \$100. The Selectmen agreed to have the light ordered and installed. Selectmen Robischeau also stated that there is no exterior light at the entry door to the garage. He proposed having Bob Sonricker install either a flood light or motion light. Also, there are interior lighting issues which need to be addressed.

MOTION: *Selectman Robischeau made a motion to hire the Town electrician, Bob Sonricker, to install an exterior light on the garage and to repair the interior lighting of the garage. The motion was seconded by Selectman Zacher. A vote was taken, all in favor, motion carries.*

Selectman Zacher also mentioned that the lighting in the bell tower needs to be repaired. The Selectmen agreed if the cost is around \$100, to have Bob Sonricker fix this also.

- *Trim on Town Office Building-* The trim is peeling on the office building and Mr. Ciccarone stated it was made of Fypon. He suggested scraping it, do a light pressure washing and then apply acrylic paint. The Selectmen stated that the entire building needs to be pressure washed and decided to wait until next year so both projects can be completed together.

- *Specs for Schoolhouse/Townhouse repairs*- Geary Ciccarone gave the Selectmen a proposal for drawing a spec plan for the repairs to the Schoolhouse/Townhouse. Once the fee is paid, it can be shared with anyone working on the project. The cost for the spec plans was \$4500. The Selectmen decided to delay a decision until more info is reached on spec plans.

Selectmen Robischeau suggested moving forward with getting bids for the foundation repairs which include trenching. Ed Nason will give names of a few contractors who do this work and get back to him. Selectmen Nelson will get a rough quote from designer architects to draw up spec plans.

Selectmen Zacher stated he will contact other Town's to see who they used for their building projects.

- *Road Committee*- Brad Williamson asked the Selectmen to reaffirm the Road Committee per the discussion at the last Selectmen's meeting. He presented them with a history of the Road Committee and a list of committee members. Selectmen Robischeau offered to be the Selectmen's rep on the committee.

MOTION: Selectman Zacher made a motion to reaffirm the existence of the Road Committee with the members as discussed this evening. The motion was seconded by Selectman Robischeau. A vote was taken, all in favor, motion carries.

- Mr. Williamson will get back to the Selectmen with expiration dates for the committee members.
- The Selectmen reviewed a letter drafted to send to a former property owner where their property has been acquired by the Town Of Brookfield after taxes were not paid. Suggestions were made to revise the draft. Selectmen Robischeau will present the final draft at the next meeting.
- **New Business-** Selectmen Zacher will put together a list of repairs based on the building walk around that was conducted. Ed Nason asked the Selectmen to make the roof on the maintenance shed a priority to fix due to the leaking issue.
 - Selectmen Zacher stating that they need to work on a guideline for compliance with the State for items such as document retention, system retention and 91A laws. With this, it can be passed down to the next administration.

Meeting adjourned at 8:30 pm

Respectfully Submitted,

Jessica Robischeau
Administrative Assistant

MINUTES APPROVED ON SEPTEMBER 10, 2013 WITH CHANGE:

Page 3, Under Specs for Schoolhouse- Line 8, change Town's to Towns