



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

SELECTMEN'S MEETING MINUTES
October 8, 2013

ATTENDANCE: Selectmen Rich Zacher, Selectmen Brian Robisneau, Selectman William Nelson, Administrative Asst. Jessica Robisneau, Treasurer Marilou Maclean, Ed Comeau, Samantha Nason, Geary Ciccarone, Diana Peckham, Dick Peckham

The meeting began at 6:30pm.

The Pledge of Allegiance was led by Marilou Maclean.

Speakers: None

Correspondence: A notification letter was received stating there will be an auction of a property at 204 Wentworth Rd on October 30, 2013 at 1pm.

Approval of Minutes:

- ***9/24/2013- MOTION: Selectman Robisneau moved to accept the minutes from September 24, 2013 meeting as written. The motion was seconded by Selectman Zacher. A vote was taken, all in favor, motion carries.***

Public Comments: None

Selectmen Nelson clarified that the estimate that was received from Bergeron Technical Services was not an engineering estimate. Bergeron is not a licensed Engineer. While on the same subject, Selectmen Robisneau stated that he spoke with Ed Nason who inspected the foundation situation under the Schoolhouse. It is Mr. Nason's opinion that the cements blocks have settled and can now be sealed into place and then the floor can be fixed. Selectmen Nelson recused himself from the conversation as he felt there was a conflict of interest between Geary Ciccarone and himself.

Mr. Ciccarone decided he would reduce the price for the specs on the entire project to \$3000. With the specifications is hired to present, the Town can go out to bid for the work.

- ***MOTION: Selectman Robisneau made a motion to accept Mr. Ciccarone's proposal for the plans and specification for the project on the Schoolhouse in the amount of \$3000 as presented in his August 27, 2013 proposal. The specs will begin with a plan for the foundation and flooring with a deliverable date of October 18, 2013. Then he will draw up the remaining 5 specifications on the proposal by December 1st. The motion was seconded by Selectman Zacher. A vote was taken, Selectmen Robisneau in favor, Selectmen Zacher was in favor, Selectmen Nelson was recued The motion carries.***

The Selectmen agreed to pay \$500 for each deliverable. In addition, they have decided that there is no need to go out bid for a project in which the contractor's fee is reasonable and is from a reliable local contractor known to the Town.

REPORTS FROM TOWN OFFICIALS:

- **Treasurer-** Treasurer Maclean sited the balance of the checking and savings account. Bills were approved and initialed. A bill was reviewed from the Town Attorney regarding the Worker's Compensation issue. The Selectmen agreed to ask Mitchell Group to draft a letter to exempt TEN Construction from the Workers Comp policy to resolve the issue.
- **Tax Collector-** Diana Peckham stated she received notification that the tax rate will be delayed but then decided to revise the date back to the original date to avoid any issues.
- **Assessor Clerk/Administrative Assistant-** Jessica Robischeau presented the Selectmen a letter from the Department of Revenue stating that the equalization review is underway and all three signatures were need in acknowledgement of this.
- **Planning Board-** The next meeting date was changed to Monday 10/21/2013. Ed Comeau passed out a list of Town's who are and are not paying the SRPC dues.
- **Code Enforcement/ Road Agent-** Ed Nason was not present but it was reported that the preparation of Brice Dr is taking longer than anticipated.
- **Conservation Committee-** The November meeting will be a joint meeting with other Town's at the Middleton Town Hall. A date will be announced soon.
- **Heritage Commission-** The Committee will meet tomorrow evening at 7pm to discuss the Potluck Dinner for Veterans Day. It will be held on November 9, 2013 at 5:30pm. Marilou Maclean asks Jessica Robischeau for a list of Veteran's in the Town to send an invitation to.
- **Joint Loss Management-** A meeting will be held before the next Selectmen's meeting on October 22, 2013 at 6pm in the Town Office.
- **Old Business-**

Lights in the Maintenance Shed- The interior lighting has not been completed but it is on Bob Sonricker's list to complete.

Estimate for the maintenance shed roof repair- Selectmen Zacher received additional estimates for standing seam metal roof: Harvey Industries gave an estimate of \$5000-\$7000 for installed and material. This does not include repair of any rot. The second estimate was from Total Concepts for standing seam metal in the amount of \$6500 to \$7500 without any repair to rot. The estimate from PV Brook was \$3652 for the screw down metal which includes the repair of any rot. Selectmen Zacher will ask what the warranty period for the roofing is and report back at the next meeting.

- **MOTION:** *Selectman Zacher made a motion to accept the proposal from PV Brook in the amount of \$3652 for the roof replacement of the maintenance shed and rot repair, pending a manufacturer's warranty of 30 years against rust and paint. The motion was seconded by Selectmen Robisneau. All in favor and the motion carries.*

Energy Audit- Selectmen Nelson put the audit on hold because it was found that there was an energy audit completed in 2011. He wanted to make sure there would not be a cost involved for the audit since there was one completed 2 years ago. Pending the cost, it was agreed to get the energy audit from the rep that came out. The report this person is doing will provide the Town with specific details on furnace replacement, windows, insulation and more.

- A discussion was brought up regarding the plaster walls where it will be acceptable to repair them with a special bondo material which will hold the plaster.

- Marilou Maclean is applying for a grant through Meredith Village Savings Bank to help with the cost to build a handicap bathroom for the Townhouse/Schoolhouse in the amount of \$7500. She hopes to finish it this week and send it.

- *Internet Policy-* Selectmen Nelson stated that all Board chairs have been notified with the internet password and a policy will be forth coming.

- *Tax Bills-* Diana Peckham would like to print the tax bills by November 15. She is still waiting for DRA to set the tax rate.

- *TEN Contract-* A copy of the updated contract for Road Agent, TEN Construction, will be given to Ed Nason for review.

- *Cedar Park-* The Selectmen asked Jessica Robisneau to draft a letter to the resident in which their well is in the Town's Right of Way, stating their well is in the Town's right of way and to obtain a legal letter to send to the Town asking them for an easement to their well.

- In addition, the Selectmen will discuss the upper section of Brice Drive at the next meeting exploring different option to best suit the property owners of Brice Drive.

- Selectmen Zacher asked the Selectmen for their input on starting the new Scholarship Fund to included private schoolers, homeschoolers and public school children who reside in Brookfield.

- **New Business-** Selectmen Zacher would like to get estimate on painting for next year for the Town Office, Maintenance Shed, Salt Shed and Garage. - Marilou Maclean has been working on the inventory for the CIP by photographing all Town property to be placed in the report.

- *Budget Meeting-* Two budget meetings will be held on November 5th and November 19th.

Meeting adjourned at 8:45 pm

Respectfully Submitted,

Jessica Robisneau
Administrative Assistant

MEETING MINUTES APPROVED ON 10/22/2013 WITH THE FOLLOWING CHANGE:

Page 1, After Public Comments: Selectmen Nelson recused himself from the decision of awarding the contract to Geary Ciccarone.