



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

SELECTMEN'S MEETING MINUTES
October 22, 2013

ATTENDANCE: Selectmen Rich Zacher, Selectmen Brian Robischoeu, Selectman William Nelson, Treasurer Marilou Maclean, Administrative Asst. Jessica Robischoeu, Ed Comeau, Samantha Nason, Tom Hill, CEO Ed Nason, Geary Ciccarone, Dick Peckham, John Nelson, Marilyn Bushman, Doug Vanderpool, Fred Cann, Ray Dodier, Jeanne Rousseau-Dodier

Pledge of Allegiance led by John Nelson

Cemetery Trustees: Marilyn Bushman presented the Selectmen with a written assessment of the Town Cemetery which is attached. The Selectmen asked Ms. Bushman to speak with area Town cemeteries about vault spaces for the new cemetery.

Schoolhouse Floor Discussion: Geary Ciccarone presented the floor specs to the Selectmen. Under the Schoolhouse, an estimated 1 ½ feet of dirt needs to be removed before the floor repair can begin. Mr. Ciccarone stated that while he was inspected under the floor, he noticed that some electrical wiring was stapled to the under floor and two oil lines, which will need to be removed placed elsewhere. In addition, a plenum to the furnace is under the Schoolhouse which also needs to be removed. It was suggested that the heating system replacement be included with the first stage of the repairs. Mr. Ciccarone stated he should have the full set of specs completed in a week. Ed Nason was asked by Selectmen Robischoeu to explain what needs to be done to repair the foundation before the flooring work begins.

Correspondence: A \$1000 check was received for the deductible to the Schoolhouse claim. The money will be placed in the account designated for the claim repairs.

- A letter from the Board of Land and Tax Appeals was received asking the Town's Assessors to attempt to negotiate a settlement for an abatement issue with the property located at Map 26 Lot 6.

Approval of Minutes:

- ***10/08/2013- MOTION: Selectman Robischoeu moved to accept the minutes from October 8, 2013 meeting, with one revision. Bill Nelson recused himself from awarding the contract to Geary Ciccarone. The motion was seconded by Selectman Robischoeu. A vote was taken, all in favor, motion carries.***

REPORTS FROM TOWN OFFICIALS:

- **Treasurer-** Treasurer Maclean presented the account balances for the checking and savings.
 - The State and Federal quarterly payroll reports were filed.
 - The Town attorney will be sending the Worker's Compensation Company Primex a letter to excluded Road Agent TEN Construction from the policy and request a refund from when the policy included the premium for TEN Construction.
 - The lights in the maintenance shed were replaced by Town electrician.
 - There was a question on the Avitar bill regarding a charge. Jessica Robisneau will call Avitar for an answer for the billing.

- **Assessor Clerk/Administrative Assistant-** Jessica Robisneau asked the Selectmen to approve the Annual Conference fee for November 6 & 7.
 - She also announced that the Town phone has the ability to record a voicemail and she would like to have a voicemail generated after a certain amount of rings. The voicemail will include information on obtaining the hours for the town hall. The Selectmen approved having the voicemail but would like to work on a message to be recorded.
 - Lastly, Ms. Robisneau stated electronic maps are able to be placed on the website pending the approval of the Selectmen. They agreed to list the maps on the Assessing site for public viewing.

- **Code Enforcement/ Road Agent-** An intent to cut was signed for Map 3 Lot 9.
 - Brice Drive and the upper section of Moose Mountain Rd will be graded on Thursday and paved on Friday. After the work is complete, the road crew will work on grading Lyford Road.
 - An Eaton Road resident asked Mr. Nason to place a dead end sign on the road because many cars travel up the road not knowing it is a dead end. Selectmen agreed to have the sign installed.
 - Mr. Ciccarone asked for a list of roads and when a repair project was done. Once this information is gathered, the Road Agent will be responsible to notify the Road Committee with any upgrades.
 - Ed Nason asked the Selectmen to think of the road projects for next year since it is budget season.

- **Heritage Commission-** Pot Luck dinner will be held on November 9th at 5:30pm with music to follow.
 - Marilou Maclean asked the Selectmen's approval to purchase three recycle bins for the cost of \$29.95 for all 3. The Selectmen approved the request.

- **Planning Board-** Two public hearings will be held tomorrow on a subdivision plan on Garney Road.
 - There has been discussion on subdividing the recreation zone on Moose Mountain Road. They would like to separate a 2 acre parcel to build a caretaker's home.

- **Joint Loss Management-** A meeting was held before the Selectmen meeting. Selectmen Robisneau will make sure the First Aid Kits are up to date. Selectmen Zacher walked through the Town office with Town employees reviewing the alarm system, emergency exits, fire extinguishers and various Town safety items. The next meeting has not been planned.

- **Website Statistics-** Rose Zacher was not present for the meeting but Selectmen Zacher read the statistics to the public pointing out the most popular site visited online as the Town Clerk.

Old Business- Brice Drive- The Selectmen discussed plans to rectify the set back issues with the top of Brice Drive. This causes a winter maintenance issue in addition to the property lines issue. There is also a set back issue with Piney Road. Ed Nason asked to put the offsets back on the properties for a limited time. The Selectmen asked for a letter to be mailed to the property owners stating the offsets will be place for a limited time. It also will state that no decisions will be made. This is to gather information only.

- Drew Farm Property- The personal property and equipment has not been removed from the lots acquired by the Town due to non payment of taxes. A suggestion of an additional letter sent to the prior owners by certified mail, to remove the items by a deadline date of November 15th. If they are not removed, the will be disposed of by the Town. Selectmen Zacher will call the Town Attorney for guidance for the letter.

- Roof on Maintenance Shed- Selectmen Zacher stated the steel roofing will be warranted by the manufacturer if strapping and felt is placed before the roof is installed. The Selectmen agreed on grey steel roofing.

- The Road Agent's Contract was signed by all three Selectmen.

- During the November 5th Budget meeting, the Selectmen will discuss the Schoolhouse repairs and installing a new furnace.

Meeting adjourned at 8:45 pm

Respectfully Submitted,

Jessica Robischeau
Administrative Assistant