



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

SELECTMEN'S MEETING MINUTES
November 26, 2013

ATTENDANCE: Selectmen Rich Zacher, Selectmen Brian Robischeau, Selectman William Nelson, Administrative Asst. Jessica Robischeau, Ed Comeau, Tom Hill, Geary Ciccarone, Rose Zacher, Tax Collector Diana Peckham, CEO Ed Nason

Pledge of Allegiance led by Geary Ciccarone.

Correspondence of mail was opened and read. A letter from Marilyn Bushman was read resigning as Chairman of the Cemetery Trustees effective immediately.

-A few bills were reviewed and signed by the Selectmen.

-Selectmen Nelson announced that Absentee ballots are now available in the Town Office.

-A letter from Avitar was read regarding the proposed 600 Rules changes from the Department of Revenue.

Approval of Minutes:

- **11/12/2013- MOTION:** *Selectman Zacher moved to accept the minutes from November 12, 2013 meeting. The motion was seconded by Selectman Robischeau. A vote was taken, all in favor, motion carries.*

REPORTS FROM TOWN OFFICIALS:

- **Treasurer-** Not present
- **Tax Collector-** Diana Peckham asked the Selectmen to sign a letter to the Sanbornville Water District regarding the payment in lieu of taxes. This is a routine letter which is drafted for every tax season.
 - Mrs. Peckham met with the prior owner of Map 18 Lot 4B & 4C. He has requested information regarding purchasing back the land. She advised him that it would be a decision which needs to come from the Selectmen. The past taxes and a penalty amount of 15% would be due. These amounts do not include the legal fees which have accrued.
- **Assessor Clerk/Administrative Assistant-** Jessica Robischeau attended the annual NHMA conference last week.
 - The Tax Warrant will be issued tomorrow and be available for the Selectmen's signatures. The Selectmen reviewed the preliminary tax totals.
- **Planning Board-**
 - The subcommittee formed to consider changes to the REC-1 the zoning will meet on December 5.

•**Code Enforcement/ Road Agent-** The roads were sanded and salted last week. Nothing else to report.

•**Old Business-** Two proposals were received to excavate the dirt under the Schoolhouse and repair the floors. After discussion, Selectmen Nelson decided to recuse himself from the vote due to a conflict of interest with one of the contractors.

MOTION: *Selectmen Zacher made a motion to accept the lowest bid of \$17,400 with a \$1200 buffer in case the ground freezes, from Universal Building Systems. Selectmen Robischeau seconded the motion. Selectmen Nelson recused. All in favor and the motion carried.*

- The pipes will be drained in the Schoolhouse in preparation for the repairs. Also, the oil tank needs to be drained and pumped. Administrative Assistant Robischeau spoke with the oil company who stated they can pump it but an estimate fee of \$500-\$600 will be charged for pumping depending on the amount of oil that is in the tank. The Selectmen asked Ed Nason if he has the capability to pump the oil out. They decided that if he is able to do this, Ed Nason should keep the oil for payment of pumping it and removing the tank. The tank will then be sold and the money to go towards the Schoolhouse repairs. They then asked Administrative Assistant Robischeau to call the oil company and cancel the oil deliveries.

- There have been inquiries about donating money for the care of the cemeteries in Brookfield. Selectmen Robischeau suggested speaking with Marilou Maclean on how the funds can be deposited.

- Ed Comeau announced that the SRPC will be attending the Brookfield Town Coffee set for Saturday Dec 7th at 12pm. There will be a presentation made by the SRPC.

- Recently, there was an issue with the generator which did not automatically start after a power outage. A discussion was made regarding the maintenance of the generator. Selectmen Robischeau will call a few service contractors to service the generator.

- The Selectmen discussed obtaining heating estimates from 3 local heating contractors. They would like an estimate for 2 small hot air units made by Goodman or comparable manufacturer. Also, the contractors will be asked for their opinion on other heating options for the Townhouse/Schoolhouse area.

-*Upper Brice Drive-* The Selectmen asked Ed Nason to obtain an estimate from a paving company for paving the upper portion of Brice Dr in preparation for budgeting the road projects for 2014.

MOTION: *Selectmen Zacher made a motion to go into non public session per RSA 91-A:3 c) 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; (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. The motion was seconded by Selectmen Robischeau. All in favor and the motion carries. Roll Call, Zacher, Robischeau, Nelson.*

MOTION: *Selectmen Zacher made a motion to come out of non public session and to seal the minutes. Selectmen Robischeau seconded the motion. All in favor and the motion carries. Roll Call, Zacher, Robischeau, Nelson.*

The Selectmen asked Jessica Robischeau to write a thank you note to Marilyn Bushman for all her years of service on the Cemetery Committee.

December 23, 2013 at 6:30pm, there will be a Budget Committee meeting in the Town Office.

Meeting adjourned 9:00 pm.

Respectfully Submitted,

Jessica Robisbeau
Administrative Assistant