



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

SELECTMEN'S MEETING MINUTES
December 10, 2013

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

The Pledge of Allegiance led by Ed Nason.

Correspondence of mail was opened and read. Ron Fountain sent a letter offering to donate his artwork as a fundraiser for the proposed Veteran's Memorial. Selectmen Robischoeu will be working on this project and will contact Mr. Fountain.

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

Approval of Minutes:

- **11/19/2013- MOTION:** *Selectman Zacher moved to accept the minutes from November 19, 2013 meeting. The motion was seconded by Selectman Robischoeu. A vote was taken, all in favor, motion carries.*
- **11/26/2013- MOTION:** *Selectman Robischoeu moved to accept the minutes from November 26, 2013 meeting. The motion was seconded by Selectman Zacher. A vote was taken, all in favor, motion carries.*
- **11/30/2013- MOTION:** *Selectman Zacher moved to accept the minutes from November 30, 2013 meeting. The motion was seconded by Selectman Robischoeu. A vote was taken, all in favor, motion carries.*

Public Comments: Tom Hill asked about the status of the generator. There was a power outage and the generator did not start. The Selectmen stated that the battery was dead and it has been since serviced and a new battery has been installed. The generator is set up for an automatic test every other Wednesday and will be monitored by Jessica Robischoeu since she is in the office on Wednesday's.

- Dick Peckham asked if the yellow sticks on Brice Dr are of any value. With snow season, they should be removed before the plow takes them down. Ed Nason stated he will be removing the stakes tomorrow.

REPORTS FROM TOWN OFFICIALS:

- **Treasurer-** As of 11/30, the checking account has \$203,105.25 and Savings \$80,966.73.
- Mrs. Maclean attended a Department of Revenue workshop last Thursday. The DRA is changing their financial forms and there is an option to file them online in 2014. Then in 2015, it will become mandatory. Before they can be filed online, the person filing the forms will need to attend additional training seminars.

Tax Collector- Diana Peckham stated that taxes are being paid; money is coming in.

Assessor Clerk/Administrative Assistant- A letter from Avitar was received stating the equalization ratio for this year was set at 107% which is within the standards set by the Department of Revenue.

- The FairPoint Interrogatories have been reviewed and the questionnaire is ready to be finalized and notarized. This will be done at the end of the meeting.
- Jessica Robischeau asked the Selectmen for permission to write a letter to Salmon Press regarding a bill received for a posting in the Carroll County Independent announcing the closing of the Assessing Office and Code Office during the November conferences. Ms. Robischeau stated that she did not request the posting. She has left several messages for Salmon Press with no return call. The Selectmen agreed a letter should be mailed.

• **Planning Board-**

- Mr. Ciccarone gave a brief update on Monday night's meeting. An Eagle Scout, who is a resident, attended the meeting and interviewed the Planning Board.
- The Planning Board subcommittee meeting was postponed and a new date will be set.
- He discussed last Saturday's Town Coffee with the Strafford Regional Planning Board.
- The board continues working on the Capital Improvement Plan.
- He discussed proposing an hourly increase of pay for the Planning Board Assistant. He is going to propose a \$2.00 an hour raise. He explained that the assistant has never received a raise and he has been with the board for several years. Selectmen Zacher stated he spoke with the Town attorney who stated the Planning Board sets the wage for the assistant. He will write a letter to the Planning Board regarding the Selectmen's position on the proposed raise.

• **Code Enforcement/ Road Agent-** Code Office has been quiet with issuing one permit.

Old Business-

-The heating bid draft letter was read by Selectmen Robischeau. A few revisions were made such as changing the BTU on the units from 50K to 65K. The due date for the bids will be set at January 6, 2014 and no bids after this date will be accepted.

Mr. Ciccarone stated that the pipes have been drained in the Schoolhouse except for a pipe which runs the heat in the Townhouse. The plumber will be in by the end of the week to install a heat valve and then the entire heating system will be turned off. He went on to explain the next steps for the repair process which includes the roof trusses. The roof bid letter will be drafted and bids will be proposed to be due by January 21, 2014.

- The plans will be reviewed at the next meeting set for December 23, 2013.
- *Brice Drive well-* Selectmen Nelson stated he will contact the owner on Brice Dr whose well is in the right of way. He will suggest having the Town Attorney to draft a letter giving the owner an easement for their well. - Selectmen Zacher felt that a warrant article would be required for this easement to be given to the property owner. Selectmen Nelson will check with the attorney.

- New Business- Town Report-** The Selectmen worked on designating the Town Report duties to members-
- Administrative Assistant Robisneau has the template for the Town report and will continue to accept information from board members to write up and publish.
 - Selectmen Zacher will help work on the Warrant Articles and contact the Town Attorney with any questions and the draft.
 - Selectmen Robisneau will keep track of the due dates set by the State.
 - Selectmen Nelson will draft the Town Report write up for the Selectmen.

Flag pole- The flag pole light was not working again so Selectmen Robisneau will contact the Town electrician to replace it with an LED light that is sealed.

Veteran Monument- Marilou Maclean stated that the Heritage Commission would like to help Selectmen Robisneau with the creation of the monument. He has also asked if any resident would like to assist, to call him.

Budget- A discussion was made regarding overrun of a department's budget and how to handle it. An explanation is needed by the chairman of the board as to why it went over. Selectmen Zacher also spoke with Town attorney who suggested writing a letter to all board chairs regarding the overrun on the budgets.

Public Comments: Geary Ciccarone asked for the second payment for the delivery of the floor joists for the Schoolhouse work.

- Land Tech received a request from an attorney for the Brice Dr survey which was drafted on behalf of the Town. Selectmen Nelson advised that the survey is not given out because the Town paid for this to be done. Any requests for Town records on this project should be made to the Selectmen.

The next Selectmen meeting will be held on December 23, 2013 at 6:30pm.

Meeting adjourned 9:00 pm.

Respectfully Submitted,

Jessica Robisneau
Administrative Assistant