



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

SELECTMEN'S MEETING MINUTES
December 23, 2013

ATTENDANCE: Selectmen Rich Zacher, Selectmen Brian Robischoeu, Selectman William Nelson, Administrative Asst. Jessica Robischoeu, Tom Hill, Geary Ciccarone, Rose Zacher, The Pledge of Allegiance led by Ed Nason.

Correspondence of mail was opened and read. A letter from the Gafney Library asking for Brookfield's portion of the library fee of \$11,500 was read.

- The Town of Wakefield sent their annual letter stating Brookfield's portion of the services we received which was in the amount of \$261,565. The letter explains that the amount is prorated based upon the number of residents in Brookfield. Brookfield covers 12.3% of the total bill.

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

Approval of Minutes:

- **11/06/2013- MOTION:** *Selectman Zacher moved to accept the minutes from November 06, 2013 meeting. The motion was seconded by Selectman Robischoeu. A vote was taken, all in favor, motion carries.*
- **12/10/2013- MOTION:** *Selectman Robischoeu moved to accept the minutes from December 10, 2013 meeting. The motion was seconded by Selectman Zacher. A vote was taken, all in favor, motion carries.*

Public Comments: None

REPORTS FROM TOWN OFFICIALS:

- **Treasurer-** Bills were reviewed and signed.
-Marilou Maclean briefed the Selectmen on the estimate to replace all computers and the server. The cost was estimated at \$7200 which does not include the labor. There is currently \$8552 in the expendable trust.

MOTION: *Selectman Zacher made a motion to accept A440 Computer Service's recommendation to replace all 4 computers and server. Also, move \$8000 out of the expendable trust to pay for this recommendation. The motion was seconded by Selectman Robischoeu. A vote was taken, all in favor, motion carries.*

- **Tax Collector-** Diana Peckham stated that 81% of the December taxes have been collected.
- **Assessor Clerk/Administrative Assistant-** Jessica Robischoeu announced that due to the upcoming holiday, the office will be closed December 25 & 26. It will reopen on Friday Dec 27.

- **Planning Board-**

- Mr. Ciccarone stated the sub committee meeting will be held Thursday evening. He spoke with the Town Attorney regarding what will be discussed at the meeting. The results of his discussion will be revealed on Thursday.

- Another discussion was made regarding increasing the hourly wage for the Planning Board Administrative Assistant. He is proposing to increase the assistant's wage \$1.00. The Selectmen agreed that although it is his decision, they support the decision.

- **Code Enforcement/ Road Agent-** There were a few phone calls to the Selectmen regarding the last storm and sanding/salting. Due to the conditions, although Mr. Nason was sanding/salting, the freezing rain was coming down so quickly, it froze the ground immediately. He actually salted & sanded 7 times that one day to keep up with the freezing rain.

- **Conservation Commission-** A meeting will be held on 1/1/2014 at 6pm.

- **Emergency Management-** The Selectmen received the HazMat plan and will be under review.

- **Heritage Commission-** The next meeting is changed to January 15 at 7pm. The Schoolhouse repairs will be discussed. Mr. Ciccarone stated he will email Marilou Maclean the sequence of events for the Schoolhouse repairs.

- **Cemetery Commission-** Craig Evans was appointed as new Chairman. A replacement member will be appointed by the end of January. Mr. Evans asked of one request in his letter- for the Selectmen to acquire land for a new cemetery and then they will manage it. This will avoid any future questions on burials.

- **Road Committee-** Selectmen Robischeau held a Road Committee meeting where Ed Nason, Tom Hill and Selectmen Robischeau were the only members who attended. Due to the lack of support for the committee Selectmen Robischeau made a motion:

MOTION: Selectman Robischeau made a motion to discontinue the Road Committee. Discussions and decisions regarding road projects will be made by the Selectmen with the Road Agent. These discussions will be held publicly and posted as a public meeting. The motion was seconded by Selectman Zacher. A vote was taken, all in favor, motion carries.

- **Old Business-**

- *Brice Drive well-* Selectmen Nelson emailed the Town Attorney regarding drafting a letter giving the owner an easement for their well. He is awaiting a response.

- *Oil Burner-* The oil burner needs to be removed in order for Mr. Ciccarone to finish the floor reconstruction. After discussion, the Selectmen agreed to have Mr. Ciccarone remove the burner and scrap it.

- *Oil tank-* Forty Five gallons of oil was removed by Mr. Ciccarone due to the construction of the Schoolhouse. Ed Nason was going to remove the oil but there was a mix in communication and Mr. Ciccarone ended up removing it. He has a buyer for the tank and asked the Selectmen if they would be interested in selling the tank for \$100. After discussion, the Selectmen agreed to sell under Mr. Ciccarone's recommendation. No other parties were interested in purchasing the tank.

-Salary- Due to the \$1.00 raise to the Planning Board Assistant, Selectmen Nelson suggested a review of salaries for all hourly employees.

Motion: *Selectmen Zacher made a motion to raise Jessica Robischeau's hourly wage for all three positions, Administrative Assistant, Assessor Clerk and Administrative Asst to Code Enforcement to \$15.00 an hour, effective 1/1/2014. The motion was seconded by Selectmen Nelson. Due to a conflict of interested, Selectmen Robischeau recused himself. Zacher and Nelson in favor and the motion carried.*

-The Deputy Town Clerk salary was discussed but due to the position being new for the deputy, an increase will not be offered.

-The Deputy Tax Collector refused the raise.

Budget- The 2014 proposed budget was reviewed and adjusted.

After discussion of the upcoming Town Meeting calendar, the Selectmen made a motion to renew the subscription to NHMA:

MOTION: *Selectman Zacher made a motion to renew the subscription to NH Municipal Association in the renewal amount of \$950. The motion was seconded by Selectman Robischeau. A vote was taken, all in favor, motion carries.*

Non-public Session:

• **MOTION:** *Selectman Zacher made a motion to go into a non public session due to RSA 91-3 A(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 and RSA 91-3 A(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 Selectman Robischeau. A vote was taken, all in favor, motion carries. Roll Call- Zacher, Robischeau, Nelson.*

MOTION: *Selectman Zacher made a motion to come out of non public session. The motion was seconded by Selectmen Robischeau. A vote was taken, all in favor, motion carries. Roll Call- Zacher, Robischeau, Nelson.*

MOTION: *Selectman Zacher made a motion seal the minutes for the non public session.. The motion was seconded by Selectmen Robischeau. A vote was taken, all in favor, motion carries.*

The next Selectmen meeting will be held on January 14, 2013 at 6:30pm.

Meeting adjourned 9:00 pm.

Respectfully Submitted,

Jessica Robischeau
Administrative Assistant