



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

SELECTMEN'S MEETING MINUTES

January 14, 2014

ATTENDANCE: Selectmen Rich Zacher, Selectmen Brian Robischeau, Selectman William Nelson, Administrative Asst. Jessica Robischeau, Tom Hill, Geary Ciccarone, Rose Zacher, Craig Evans, Stefanie Marsh, George Nick, Ed Nason

The Pledge of Allegiance led by Stefanie Marsh

Guest Speaker: Stefanie Marsh presented information regarding revising the Scholastic Achievement Award to include private schoolers and home schoolers of Brookfield. Currently, the award recipient is chosen by a Kingswood High School counselor for a Kingswood High School graduate who resides in Brookfield and possesses the highest GPA. With some research, she found that there are two options: 1) change the existing award with a 2/3rds vote at Town Meeting per RSA 35:16 or 2). Create a new award with the said revisions. Selectman Zacher stated he spoke with the attorney who had conflicting information. She stated that the warrant could not be changed as there is 'not a good reason' to change the purpose of the award. A discussion led to state that the intent of the award was not changing, but was clarifying the criteria for the award. Selectman Zacher will follow up with the attorney and the results will be discussed at another Selectmen meeting.

Town Meeting: The Selectmen discussed the progress of the Schoolhouse which could make the Townhouse unavailable for Town meeting. The time of the meeting can be changed but the date can not be changed. A decision will be made at the next Selectmen's meeting. Craig Evans was sworn in today at Assistant Moderator.

Correspondence of mail was opened and read. A bill was received for the Hazard Mitigation Plan which will be given to Brad Williamson.

- Mitchell Municipal Group sent a letter stating that their hourly rate has not changed in many years therefore they have increased the rate by \$10 effective 1/1/2014.
- A letter from Hawthorne Law Center in Wakefield was read stating that a Brice Drive resident has obtained his services to investigate the possible road changes and asked the Selectmen to hold off on any decisions for a month. Selectmen Robischeau stated Brice Drive does not present any safety issues therefore can be held off. The Town attorney has been notified and has written a response to Hawthorne Law. The draft was read publicly by Selectmen Zacher.

Heating Bids- The heating bids were opened and review publicly:

Kingswood Mechanical- \$11,200

Traditional Trades- \$6,300

The Selectmen felt there was a misunderstanding from Traditional Trades for the bid due to the difference in price. They decided to contact Mike Tsaltas for clarification of his bid before making the decision.

Approval of Minutes:

- **12/23/2013- MOTION:** *Selectman Robischoeu moved to accept the minutes from December 23, 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. The balance in the checking account was \$72,350.47 and \$480,981.34 in the savings as of 12/31/2013. Mrs. Maclean stated that the W-2 forms were completed and will be distributed after the meeting. A letter was received from the Property Liability Trust with the fee for each bond held on each public official. She clarified with the Selectmen how the price of the bonds for public officials is calculated with the Property Liability Trust. Each fee is based on the position of the official. For example, Marilou Maclean is the Treasurer who has the most liability in handling the Town's money. Therefore, her fee is the highest. The Selectmen were questioning if officials were indemnified from any personal financial loss. Selectmen Zacher will speak with the attorney regarding this question.
- Mrs. Maclean stated the computers have been ordered and they are cheaper than originally stated. She asked the Selectmen to amend the previous motion to take out \$8000 for the computers to \$7000.

MOTION: Selectmen Robischoeu made a motion to amend the 12/23/2013 motion to take out \$7000 instead of \$8000 for a new server and 4 computers. Selectmen Zacher seconded the motion. All in favor and the motion carried.

- The draft for the end of the year budget was reviewed stating that there is a balance of \$14,734 left in the budget.
- Selectmen Robischoeu presented the other two Selectmen with the generator contract. By signing the contract, a cleaning every 6 months will be including and priority service in case of an emergency for \$390 a year. The contract is for 2 years.

MOTION: Selectmen Robischoeu made a motion to accept and sign the 2 year contract from Generator Connection for service on the generator for the annual amount of \$390. Selectmen Zacher seconded the motion. All in favor and the motion carried.

- **Assessor Clerk/Administrative Assistant-** The assessing fees will be reviewed and possibly revised. They were not ready to be presented.
- **Planning Board-**
 - Mr. Ciccarone gave a brief synopsis of the past meeting which included Moose Mountain Recreation subdivision and a request from Bob Boudreau regarding a letter from the State Liquor Commission. The State would like a letter from the Selectmen granting permission for Moose Mountain Recreation to serve alcohol outside of the lodge. The Planning Board voted unanimous to allow this. The Selectmen decided to send the draft letter drawn up by the Planning Board giving permission, to the Town Attorney.

Code Enforcement/ Road Agent- Ed Nason explained the Ice & Snow removal process for Brookfield. Three intent to cut's were signed by the Selectmen for Map 26 Lot 18, Map 42 Lot 3 and Map 37 Lot 1.

- **Heritage Commission-** The next meeting will be held tomorrow, January 15 at 7pm. Marilou Maclean announced the Brookfield was chosen to be the recipient of the \$7500 grant for a handicap bathroom. The grant money will need to be used in 2014. Selectmen Nelson asked Marilou Maclean to discuss the style for the replacement windows at the meeting so that this phase of the repairs can begin.
- **Cemetery Commission-** Craig Evans asked the Board for more time in appointing a new member to the Cemetery Commission.
- **New Business-** The election is set for Tuesday for Executive Council. The Selectmen discussed who will take which shift- Selectmen Zacher will take 8am to 12:30pm, Selectmen Robisneau 12:30pm until Selectmen Nelson can get to the Town. Selectmen Nelson will stay until the election is over. Sunday 1/19 at 1pm, the Selectmen will set up for the election.

- **Old Business-**

- *Roof Trusses-* The proposal for the roof trusses will be posted tomorrow on the website and bulletin boards. The will be due on Thursday January 23, 2014 by noon.
- *Budget Hearing-* The Selectmen decided to hold the final Budget meeting on February 11 at 6:30pm. They asked Administrative Assistant Jessica Robisneau to post in the Granite State for the January 30th edition.
- *Special Selectmen Meeting-* The Selectmen decided to hold a public budget meeting on January 20 at 6:30pm. In addition, they will hold a public meeting on Thursday at 6:30pm to open the bids for the roof trusses.
- *Sand/Salt-* The Selectmen have noticed that people have been taking sand/salt from the shed in large quantities meaning, for example, by pickup truck loads or garden tractor loads. They discussed restrictions for the taking sand.

The Selectmen made a decision with a motion:

MOTION: Selectmen Zacher made a motion to post a sign with the limitation of three 5 gallon buckets, to be made by the State Correction Facility. Selectmen Robisneau seconded the motion. All in favor and the motion carries.

The next Selectmen meeting will be held on January 28, 2013 at 6:30pm.

Meeting adjourned 9:00 pm.

Respectfully Submitted,

Jessica Robisneau
Administrative Assistant