



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

## SELECTMEN'S MEETING MINUTES

March 25, 2014

**ATTENDANCE:** Selectmen Rich Zacher, Selectmen Brian Robisneau, Selectman William Nelson, Administrative Asst. Jessica Robisneau, Marilou Maclean, Rose Zacher, Ed Nason, Ed Comeau, Fred Cann, Geary Ciccarone, Doug Vanderpool

The Pledge of Allegiance led by Doug Vanderpool.

*Re-organization of the Select Board-*

**Motion:** *Selectman Robisneau made a motion to elect Selectmen Zacher as Board chairman. Selectmen Nelson seconded the motion. All in favor and the motion carries.*

**Motion:** *Selectman Zacher made a motion to elect Selectman Robisneau as Vice Chairman to the Select Board. Selectmen Nelson seconded the motion. All in favor and the motion carries.*

Following this, the Selectmen reviewed the Boards and Committee's list for designating the Selectman Rep. The changes are as follows:

**Agriculture Commission-** Selectmen Robisneau  
**Cemetery Trustees-** Selectmen Nelson  
**Conservation Commission-** Selectmen Zacher  
**Heritage Commission-** Selectmen Robisneau (no change)  
**Planning Board-** Selectmen Zacher (no change)  
**Zoning Board-** Selectmen Nelson (no change)  
**Joint Loss Management-** Selectmen Robisneau

*Correspondence of mail* was opened and read.

- A letter from the Dept of Revenue accepting the reevaluation contract that Avitar has submitted.
- The MS 22 from Governor Wentworth Regional School District was received.
- A letter from the Northern Human Services was received requesting the donation of \$350 which was approved in the budget at Town meeting.
- A letter from Tri County CAP requesting the donation of \$2000 which was approved in the budget at Town meeting. Marilou Maclean will be sending out the checks to both agencies.
- The Dept of Transportation sent a new map with the roads in Brookfield.
- The Dept of Transportation sent a letter stating there will be work being done on the Hanson Brook Bridge on Mountain Rd. It will be posted with a weight limit.
- Another DOT letter stated there will be work on the dam at Jones Brook Rec Area on Kings Hwy. A session will be held for information on this work.
- Town Clerk will expand her hours to include the last Saturday of each month from 9am to 12pm.
- Website comments that were received were read to the public.

**Public Comments:** None

## Approval of Minutes:

- **02/25/2014- MOTION:** *Selectman Zacher moved to accept the minutes from February 25, 2014 meeting. The motion was seconded by Selectman Robischeau. A vote was taken, all in favor, motion carries.*

## REPORTS FROM TOWN OFFICIALS:

- **Treasurer-** The balance in the checking account is \$17,541.19 Savings \$276,103.27 and \$27,241.90 in the claim account.
  - Frank Frazier requested new flags to be placed out for Memorial Day. The cost of the flags was budgeted. The cost is \$145.00.
  - Motion:** *Selectman Robischeau made a motion for the purchase of new flags for Memorial Day for \$145.00. Selectman Nelson seconded the motion. All in favor and the motion carries.*
  - Marilou Maclean asked the Selectmen for permission to write a check to the Heritage Commission for the \$500 as stated in the budget and the Conservation Commission's \$500. They all agreed.
  - The Auditors will be auditing Treasurer Maclean tomorrow.
  - The deposits for tax collecting are being deposited in the new Profile Bank account.
- **Heritage Commission-** The next meeting is Wednesday 04/09/2014 at 7pm.
- **Assessor Clerk/Administrative Assistant-** Jessica Robischeau announced that the Avitar and the State of NH will be in Town to assess homes. Please visit the website for further notification.
  - The welfare document has been revised to be compliant with the State RSA's. Mrs. Robischeau had the Selectmen signed the revised copy.
  - Details are being worked out with the State and Avitar regarding the Town wide assessment.
- **Planning Board-** The Board met on 3/18 and had a reorganization of the Board. The new members will be posted on the website.
  - The Board continues working on the CIP program.
  - The Strafford Regional Planning Board mailed a letter to Brookfield as well as area Town's for information regarding their impending project of the Golf Resort. No response was given by the Town Of Brookfield. Ed Comeau stated that since the Board only meets once a month, we need to have a procedure where items such as this are addressed immediately instead of once a month at the meeting. He will be working on a plan to rectify this.
- **Code Enforcement/ Road Agent-** The 6 ton weight limit signs have been posted.
  - Ed Nason tagged approximately 25 trees which need to be removed. It was found that these trees get in the way of the plow. He asked the Selectmen to view the trees. He will go before the Planning Board before any tree is removed before the trees are on Lyford Road which is a scenic road.
  - Cold patch will be ordered shortly.
  - Mr. Nason plans on graveling a few holes on area dirt roads.

- **Conservation Commission-** The SRPC sent a letter asking if there are any Town forests in Brookfield. There are no official Town forests in Brookfield.
- **Fire Warden-** Selectmen Robischoeu asked when the fire truck is due back from storage. It is due in April but the shed is occupied with bricks, wainscoting and the old safe which was removed from the Townhouse. They suggested the truck could be placed in the garage temporarily. The Heritage Commission will discuss where to put the material stored in the garage at the next meeting.
- **Old Business- Schoolhouse-** Geary Ciccarone stated the Schoolhouse is drywall ready. His work is now complete.
  - *Brice Dr Easement-* Selectman Nelson will follow up with the landowner on Brice Dr regarding their well easement.
  - *Drew Farm Land Update-* There is a question on the market value for the two lots owned by the Town. Selectman Zacher will clarify with Avitar.
- **New Business- Electrician-** Selectman Robischoeu stated the electrician will be available in May to install the electricity for the Schoolhouse. A few questions by the electrician need to be asked of the plumber to clarify the amount of electrical service needed.
  - *Plumbing-* The proposal for the handicap bathroom for the rough in plumbing, toilet, wall sink, shower, faucet and drains was received in the amount of \$5,900. This does not include the grab bars necessary for the handicap bathroom. The Selectmen will obtain a price for this. The hot water heater was described to be top of the line on demand hot water heater for \$2600. After discussion, the Selectmen decided to ask the plumber for a different option for the hot water heater since it is not used regularly.
    - The Selectmen agreed to move forward with the bathroom but obtain different options for the hot water heater.
  - *Insulation-* The proposal for the insulation of the Schoolhouse was received. It will be held for a future meeting.
  - *Key Policy-* There was a question on whether there is a key policy. The Selectmen asked Administrative Asst. Robischoeu to look to see if we have a key policy.
    - Selectman Robischoeu stated that there have been instances where Jessica Robischoeu has needed to review old documents which are stored in the vault. She does not have a key but it would be easier she did. After discussion, Selectmen Robischoeu made a motion:
 

***MOTION:** Selectman Robischoeu made a motion to allow Administrative Assistant Robischoeu to have a key to the vault. The motion was seconded by Selectmen Nelson. All in favor and the motion carries.*
  - *Town Clean up Day Breakfast-* Due to the construction, the April breakfast will be postponed until the fall. There is no water in the building.
  - *Vacuum-* There has been a few complaints that the Town vacuum either is broken or does not work well. The Selectmen decided to do some research on a new vacuum.
  - *DSL vs. Cable-* Discussion was made about obtaining internet service for the Town through DSL or Cable. Due to cost, Ed Comeau offered to see what service other Town's have and research the cost.
  - *Changes to Town-* Due to the recent election, residents have expressed their opinion stating the Town needs change. Selectmen Zacher asked the public and the other Selectmen to get information on how they would like the Town to change and how to get this feedback to them.

- *Public Comments:*
  - Ed Comeau made a few statements stating that communication is a must between the Town and residents.
  - The hat used for the tie breaker for the Selectmen race should be placed in archives as he feels this was a historical event.
  - A suggestion not to install recessed lighting in the Schoolhouse was made but to install era lighting.
  - He suggested posting the agenda at least 24 hours prior to the meeting.
  - Ed Comeau asked if the Town has the option not to place a tax lien on a property after the taxes went delinquent. The Tax Collector was not present but they will ask her. In addition, he asked if there was a way to communicate with the property owner whose taxes have gone delinquent in addition to the mailing. Rose Zacher responded that if the Tax Collector contacted the owner through other means, they could be charged with harassment. Selectman Robischeau agreed to speak with Diana Peckham to obtain different options for this.

The next Selectmen meeting will be held on April 08, 2014 at 6:30pm.

Meeting adjourned 8:30 pm.

Respectfully Submitted,

Jessica Robischeau  
Administrative Assistant