



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

SELECTMEN'S MEETING MINUTES

April 8, 2014

ATTENDANCE: Selectmen Rich Zacher, Selectmen Brian Robischeau, Selectman William Nelson, Administrative Asst. Jessica Robischeau, Marilou Maclean, Rose Zacher, Ed Nason, Ed Comeau, Diana Peckham, Dick Peckham, John Nelson

The Pledge of Allegiance led by John Nelson.

Correspondence of mail was opened and read.

- The Brookfield Auditors have completed their audits for the Treasurer and asked the Selectmen to review the audit. If it is acceptable, they are to forward the completed forms to the Department of Revenue.
- Selectmen Zacher and Selectmen Nelson attended an Eagle Scout ceremony for Jesse Dansereau on Sunday. A letter was written and read by the Selectmen which will be mailed to Mr. Dansereau for his recognition on becoming an Eagle Scout.
- The Carroll County Annual Report has been received.

Approval of Minutes:

- **03/25/2014- MOTION: Selectman Robischeau moved to accept the minutes from March 25, 2014 meeting. The motion was seconded by Selectman Zacher. A vote was taken, all in favor, motion carries.**

Public Comments: John Nelson stated he has had a burden on his mind for the past months regarding a Town burial which took place in 2013. In hearing rumors that people were upset about the decisions of the burial, he was devastated and stressed that no one came to him about their concerns. In light of the events that took place, John Nelson has resigned from the Cemetery Committee.

- An email was read from Ed Comeau suggesting there be a Grant Review Committee. This committee would review the grants before they apply for them. They will also review where the money is coming from in depth. Selectmen Robischeau, Ed Nason and Ed Comeau all volunteered to be on the committee.
- Ed Comeau also presented a map of the Jones Pond Dam which is partially in Brookfield. A public hearing will be held on 4/21/14 with the proposal for the reconstruction of the dam.

REPORTS FROM TOWN OFFICIALS:

- **Treasurer-** The balance in the checking account is \$35,400.32 Savings \$251,156.27 and \$27,241.90 in the claim account. The Profile bank account has \$31,689.14 which is being used for the Tax Collector's deposits.
 - The renewal for the Property & Liability Ins, effective 7/1/2014, is due on April 21. Mrs. Maclean asked the Selectmen to review it and give the ok to issue the renewal request online with the company by 4/21/14.
 - Quarterly payroll taxes will be filed by the end of the month.
 - **Tax Collector-** A required form from the BTLA per RSA 76:13 was filled out by Diana Peckham stating that she has mailed the tax bills on time.
 - Selectmen Robischeau asked Ms. Peckham asked if the Town has different options to contact the property owner to let them know their property has delinquent taxes. Ms. Peckham said no, that everyone needs to be treated the same.
 - The next tax bills should be going out in the middle of May to be due July 1st.
 - **Heritage Commission-** The next meeting is Wednesday 04/09/2014 at 7pm.
- Assessor Clerk/Administrative Assistant-** An abatement request was presented for Map 18 Lot 21B.
- Ms. Robischeau announced the Michael Scala from Senator Kelly Ayotte's office will hold office hours Tuesday April 15, from 9am to 10am.
 - The equalization ratio has been received from the Department of Revenue which is 104.3.
- **Planning Board-** The Board meets Thursday April 10, 2014. A public hearing will be held on the proposed tree trimming on Lyford Rd.
 - **Code Enforcement/ Road Agent-** **A building permit was issued for Map 25 Lot 7 to build an addition onto the home.**
 - **An intent to excavate was received for the Smith Gravel Pit.**
 - **Mr. Nason is in the process of getting proposal for paving Lyford Road.**
 - **Gravel is being placed in potholes around town starting tomorrow.**
 - **Conservation Commission-** The commission has asked that the Selectmen appoint Terry Jones as a member of the Conservation Commission. He was listed as an alternate previously.
***Motion-** Selectman Zacher made a motion to appoint Terry Jones as a member of the Conservation Commission. Selectman Robischeau seconded the motion. All in favor and the motions carries.*
 - **Fire Warden-** Burn permits are now required.
 - **Joint Loss Management-** A meeting will be held before the next Selectmen meeting on 4/22/2014 at 6pm.
 - **Old Business- Key Policy-** Administrative Asst. Jessica Robischeau is working on updating the current key list. The Selectmen also talked about drafting a policy for lending out keys to the Town

buildings. If a key is lost, there should be lost fee of up to \$150. That person will be responsible.

- *Vault Key*- Town Clerk Virginia McGinley left a note stating that the vault key can not be given out under the law, she is the only one who can have control over the Town files. Because these files are locked in the vault, it is her responsibility and no one can have access to this. Selectmen Zacher will into a locked filing cabinet for her files.

- *Brice Dr. Easement*- Selectmen Nelson drafted a letter to the property owner on Brice Dr. The Selectmen reviewed it and approved.

- *Revaluation Status*- The Selectmen stated that they need to review the contract from Avitar before signing the agreement. There is a standard contract online with the DRA in which Avitar used for the but some items were left out. The Selectmen would like to do a side by side comparison of both contracts. A working session was scheduled for 4/14 at 6:30.

- **New Business**- *Town Clerk*- The Town Clerk told the Selectmen that the new office hours for the last Saturday of the month will be covered by the Deputy Town Clerk. She felt that this should be extra hours for her rather than a part of the minimum hours of 10 a month. After discussion, the Selectmen felt it should be covered under the allotted 10 hrs for the position. The extra hours was not budgeted.
- *Drew Farm Deeding Costs*- The Tax Collector has submitted the fees associated with the Drew Farm two properties to the Selectmen. Treasurer Maclean is also working on this. They tabled the discussion until the next meeting on Monday.
- *Maintenance and Cleaning Contracts*- The contracts were discussed and updated to include specified items/jobs. Selectmen Zacher will contact the people who do these jobs to discuss the update. The of the Town Office will include wiping down the bathroom and kitchen, vacuuming, dusting and cleaning in the event the Townhouse is being used, up to 12 times a year. The grounds maintenance will include shoveling a path to the propane tank for delivery.
- *Trustee of the Trust Funds*- There is no Selectmen rep for his important committee. Therefore, Selectmen Zacher suggesting appointing someone. After discussion, they decided that one Selectmen will always attend the meeting, rotating the duty. In addition, Treasurer Maclean would like to attend.
- *Painter*- A proposal was received for painting of Town buildings. Selectmen Zacher stated it did not need to go out to bid. Selectmen Nelson felt it should go out to bid. They decided to each get a proposal and then discuss the proposals at the next regular scheduled meeting. Proposal deadline will be set for April 22.

Non-Public-

MOTION: Selectmen Zacher made a motion to go into a non public session per RSA 91:A3 (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. Selectmen Robischeau seconded the motion. All in favor. The motion carries.

Roll call taken: Robischeau, Zacher, Nelson

MOTION: Selectmen Zacher made a motion to come out of non public session Selectmen Robischeau seconded the motion. All in favor. The motion carries.

Roll call taken: Robischeau, Zacher, Nelson

MOTION: Selectmen Zacher made a motion to seal the non public minutes. Selectmen Robischeau seconded the motion. All in favor. The motion carries.

Roll call taken: Robischeau, Zacher, Nelson

The next Selectmen meeting will be held on April 22, 2014 at 6:30pm.

Meeting adjourned 8:30 pm.

Respectfully Submitted,

Jessica Robischeau
Administrative Assistant