



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

SELECTMEN'S MEETING MINUTES

April 22, 2014

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

The Pledge of Allegiance led by Jessica Robisneau.

Correspondence of mail was opened and read.

Approval of Minutes:

- **04/8/2014- MOTION:** *Selectman Robisneau moved to accept the minutes from April 8, 2014 meeting. The motion was seconded by Selectman Nelson. A vote was taken, all in favor, motion carries.*
- **04/14/2014- MOTION:** *Selectman Robisneau moved to accept the minutes from April 14, 2014 meeting. The motion was seconded by Selectman Nelson. A vote was taken, all in favor, motion carries*

Public Comments: None

REPORTS FROM TOWN OFFICIALS:

- **Treasurer-** The balance in the checking account is \$34805.52 Savings \$231,000 and \$27,243.52 in the claim account. The Profile bank account has \$46,000 which is being transferred to Meredith Village Savings Account.
 - The budget through 3/31/2014 was given to all Select board members to review.
 - A delegation of deposit authority form needs to be signed by all those who are making deposits for the Town of Brookfield. The Selectmen agreed to sign after the meeting.
 - The Federal and State quarterly taxes are due on April 30, 2014. The Federal was filed and the State will be filed by 4/30.
 - Treasurer Maclean called the insurance carrier for the General Liability insurance regarding questions on coverage for the land that has been obtained through deeding. They stated that it is automatically covered for liability as long as there are no buildings on the property. In addition, she confirmed there is coverage under the policy for sexual harassment and officer's coverage.
 - Bills were reviewed and approved.

- **Tax Collector-** Diana Peckham announced that there are no properties to be deeded for nonpayment of taxes.
 - The tax liens are lower this year. A copy of the property's to be liened were given to the Selectmen.
 - An abatement form was signed by the Selectmen due to a recent BTLA hearing on a property.
 - Delinquent taxes for 2012 is \$50,000 and for 2013, \$59,000.
- **Heritage Commission-** The Heritage Commission asked the Selectmen to appoint Patricia Golden as a member with an expiration of 2017 and renew Harriet Wilson as a member with an expiration of 2017.

MOTION: *Selectman Robischeau made a motion to appoint Patricia Golden as a member of the Heritage Commission with an expiration of 2017 and renew Harriet Wilson as a member with an expiration of 2017. The motion was seconded by Selectman Nelson. A vote was taken, all in favor, motion carries.*

The next meeting will be held on May 14, 2014 at 7pm.

- **Assessor Clerk/Administrative Assistant-** An intent to cut was presented and signed by the Selectmen for Map1 Lot 3A & 4.
- **Code Enforcement/ Road Agent-** Pot holes are being filled in with cold patch this week.
- **Cemetery Commission-** The next meeting will be held on May 1st.
- **Fire Warden-** Burn permits are now required.
- **Town Clerk-** The Town Clerk will hold office hours this Saturday 4/26/14 from 9am to 12pm.
- **Joint Loss Management-** A Joint Loss Management meeting was held prior to the Selectmen meeting. Selectmen Robischeau was elected as Chairman of the Committee.
- **Website Statistics-** Rose Zacher presented the Selectmen with the statistics of the use of the Town website. In addition, she suggested changes to the website to broaden the communication among residents and the community. She suggested placing links on the website pointing to resident's businesses. A few suggestions were made to possibly place a link to the Wakefield Chamber of Commerce or create our own Chamber. It was decided to put a notice in the newsletter announcing if any resident would like their business information to appear as a link on the website, they would need to send in a request. If approved by the Selectmen, they would be listed by name and phone number with the link attached. A disclaimer will be placed stating that this is merely a list and not a recommendation from the Town.

MOTION: *Selectman Robischeau made a motion to allow Rose Zacher to create a section on the website to list residents with a business by name, business and phone and the link to their business with a disclaimer as discussed. The motion was seconded by Selectman Nelson, with reservation. A vote was taken, Selectmen Robischeau and Selectmen Zacher, yay, Selectmen Nelson, nay. The motion carries.*

The first requests received will be reviewed by the Selectmen prior to being posted on the website.

- **Old Business- Maintenance Contract** – Selectmen Zacher spoke with John Dansereau who agreed to shovel a path to the propane tank. He will return the key, to Jessica Robisneau, to the Townhouse since he will no longer open and close for events. He will fertilize the lawn if the Town buys the fertilizer. Selectmen Zacher will get the fertilizer. Mr. Dansereau asked for a \$25 raise a month. Since it is not budgeted for this year, Selectmen Nelson suggested the raise to be given as a bonus; either once or twice a year, up to \$300. Selectmen Zacher said he would speak with him. Marilou Maclean suggested making him an employee. Selectmen Robisneau stated that it would be more of a liability and did not like the idea. The Selectmen agreed.

Motion: *Selectmen Robisneau made a motion to give a bonus to John Dansereau for the maintenance of Town property up to \$300, by the end of 2014. Selectmen Nelson seconded the motion. All in favor and the motion carries.*

Selectmen Zacher will be discussing the cleaning contract with Eleanor Debow Saturday at 8am.

- **Vault Key-** In speaking with Virginia McGinley and Jessica Robisneau, it was agreed not a purchase a filing cabinet for the Town Clerk’s items and if Jessica Robisneau needs access to the vault, she will coordinate a time with the Town Clerk or Archivist.
- **Conservation Key-** After some confusion, Selectmen Zacher told Administrative Asst. Jessica Robisneau that a spare key to the Town Office will need to be given to Richard Nordin, Chairman of the Conservation Commission.
- **Revaluation Status-** The revaluation contract has been reviewed and revised. A copy will go to Avitar for approval and Selectmen Robisneau will follow up with Loren @ Avitar.

- **New Business- Painter-** Three proposal were reviewed.
 - 1) **Consider It Done:** Repairs to the Maintenance shed, power wash, and paint the shed and Town office trim; buff, reletter and paint the Town of Brookfield sign. Treatment and stain on the salt shed. There is no water to the salt shed making it difficult to power wash. Est. Total \$9720
 - 2) **Finer Finishes:** Power wash and paint the shed, power wash the Town office and paint the trim, buff, reletter and paint the Town sign, power wash and stain the salt shed. Est. Total \$10,130
 - 3) **Jim Horgan:** Power wash and paint the shed, power wash the Town office and paint the trim, no door maintenance on the shed, power wash and stain the salt shed. Est. Total \$9022

Each job was given a separate price in all 3 contracts.

Geary Ciccarone estimated to replace the door on the shed would be \$2500, installed. The Selectmen decided not to look into this option.

Motion: *Selectmen Robisneau made a motion to accept the proposal by Finer Finishes for the Town Office work and Salt Shed work (with a brown finish). Options for providing water to the salt shed will be discussed with Finer Finishes. The proposal from Consider It Done was accepted for the work on the maintenance shed. The motion was seconded by Selectmen Nelson. All in favor and the motion carries.*

All materials will be applied in accordance to the manufacturer's requirements. Both parties are required to provide a Certificate of Insurance.

Plumbing: Now that the ground is unfrozen, the Selectmen stated it is time to contact Mike Tsaltas to finish the plumbing. Ed Nason will trench for the propane lines. Geary Ciccarone stated he will call Mike Tsaltas.

Brice Dr Well- Selectman Nelson mailed a letter to the well property owner and is awaiting a response.

The next Selectmen meeting will be held on May 13, 2014 at 6:30pm.

Meeting adjourned 8:15 pm.

Respectfully Submitted,

Jessica Robischeau
Administrative Assistant