



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

## SELECTMEN'S MEETING MINUTES

May 13, 2014

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

The Pledge of Allegiance led by Selectman Zacher

*Correspondence of mail* was opened and read.

- ~~A request for the Town Clerk to attend a November conference was read by the Selectmen. It is requesting for a scholarship for the night's stay for the conference.~~ Selectman Zacher will get clarification from Virginia McGinley because the request did not appear to be the annual Town Clerk conference she attends.
- An email off the town website from a resident, asking that the signs around Town advertising items for sale to be removed after the event and not be kept up all week. CEO Ed Nason will talk to the owners.
- The cyclical review was received for the Department of Revenue. It was given to Jessica Robisneau for review.

### Approval of Minutes:

- **04/22/2014- MOTION:** *Selectman Robisneau moved to accept the minutes from April 22, 2014 meeting. The motion was seconded by Selectman Nelson. A vote was taken, all in favor, motion carries.*
- **04/29/2014- MOTION:** *Selectman Robisneau moved to accept the minutes from April 29, 2014 meeting. The motion was seconded by Selectman Nelson. A vote was taken, all in favor, motion carries.*
- **05/2/2014- MOTION:** *Selectman Robisneau moved to accept the minutes from May 2, 2014 meeting. The motion was seconded by Selectman Nelson A vote was taken, all in favor, motion carries.*

## REPORTS FROM TOWN OFFICIALS:

- **Treasurer-** The balance in the Town banks account were given. The reimbursement for the Hazard Mitigation Plan was received. It will now be forwarded to the company who created the plan, as payment.
- **Tax Collector-** The target date for the tax bills to be printed or mailed it 5/23.
- **Assessor Clerk/Administrative Assistant-** Abatements were reviewed at the end of the meeting. Abatements for Map 15 Lot 3, Map 28 Lot 3, Map 26 Lot 10, Map28 Lot 14 were all approved by the Selectmen based upon Avitar's recommendations. Timber tax warrants for Map 6 Lot 7, and Map 28 Lot 11 were signed by the Selectmen.
- **Planning Board-** The next Planning Board meeting is Thursday May 15, 2014.
- **Code Enforcement/ Road Agent-**The Lyford Road pavement has been ground. Ed Nason will grade it a few times before the pavement is layer down. The construction signs were not put out because they needed to be painted. They will be ready for the next phase for the road work. The maintenance garage will be power washed and paint started this week. 'Consider it Done's' certificate of insurance has been received and the first installment will be paid this week. The gasoline line to the Schoolhouse was installed this week. While digging the trench, an underground phone line was cut. The phone line has since been fixed.
- **Emergency Management-** Brad Wiliamson will attend the next meeting to discuss 911 and the AED batteries.
- **Forest Fire Warden-** The Forestry truck is out of storage and at Brad Williamson's house. The Selectmen discuss getting it in the shed but there were many items which need to be moved. Selectman Zacher offered to remove the ductwork and bring it to the dump. He will also ask David Guttadauro to help move the safe to the back of the shed with a forklift. The wainscoting needs to be moved and the bricks to be moved outside and power washed.
- **Heritage Commission-** The monthly meeting will be held tomorrow at 7pm. Old Home Day has been scheduled for August 16, 2014. Dinner will be offered by Seabriscket. More information will be forthcoming.
- **Old Business- Schoolhouse-** The electricity will be installed in mid May. Selectman Robischeau will call Bob Sonricker. The plumber and heating contractors are ready to install the heat and water in the Schoolhouse. Geary Ciccarone will be installing the windows. A suggestion was made to offer an 'Adopt A Window' program for a fee. This will help fund the windows or another Schoolhouse project. Marilou Maclean will write up a little notice for the newsletter.
  - *Town Cemetery-* The committee mailed letters to 4 property owners asking if they would be willing to sell or donate a piece of land for a new Town Cemetery.
  - Selectman Nelson asked Ed Nason about the dirt piles at the salt shed. He asked if they could be leveled out. Due to the surrounding wet lands, you would need to get state approval for this. Selectman Zacher asked Ed to remove the culverts and stumps which are stored behind the salt shed.
  - *Revaluation Status-* The signed contract from Avitar has been received. Jessica Robischeau will contact Loren to set up a meeting with the DRA and Avitar to discuss the revaluation process.
  - *Brice Dr. Well-* The owner of the property responded to the letter asking for an easement for the well. He agreed and will pay the Town lawyer to draw up the paperwork.
- **New Business- - Propane-** The Selectmen discussed getting a price for propane this year. They

decided to remain with White Mountain Oil if the price is good.

- *Maintenance Person*- Selectman Zacher stated that the Town needs a maintenance person to perform small jobs on Town property when needed. Ed Nason offered to do the carpentry and 'fix it' items.

***Motion: Selectmen Nelson made a motion to hire TEN Construction to be the on-call carpenter for the Town. The motion was seconded by Selectmen Robischeau. All in favor and the motion carries.***

They decided to advertise for a backup contractor if TEN Contracting is not available.

***Non-Public-***

***MOTION: Selectmen Robischeau made a motion to go into a nonpublic session per RSA 91:A3 II(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.***

***Selectmen Nelson seconded the motion. All in favor. The motion carries.***

***Roll call taken: Robischeau, Nelson, Zacher***

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

***Roll call taken: Nelson, Zacher, Robischeau***

***MOTION: Selectmen Zacher made a motion to seal the nonpublic 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 May 27, 2014 at 6:30pm.

Meeting adjourned 8:05 pm.

Respectfully Submitted,

Jessica Robischeau  
Administrative Assistant

*Minutes approved on 5/27/2014 with the following changes:*

- 1) Under correspondence, strike through the first sentence and replace with: The Town Clerk submitted two requests to attend the annual Town Clerk's conference in October and a regional conference in November.*