



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

SELECTMEN'S MEETING MINUTES

July 8, 2014

ATTENDANCE: Selectmen Rich Zacher, Selectmen Brian Robischeau, Selectman William Nelson, Marilou Maclean, Ed Nason, Ed Comeau, Tom, Hill, Fred Cann, Brad Williamson

The Pledge of Allegiance was led by Selectman Zacher.

Guest Speakers: *Ed Comeau- Grant Review Committee:* Mr. Comeau presented the Selectmen with a sample copy of a grant which is being reviewed for the Carroll County Commissioners. It is his intention to use the same process for the Brookfield Grant Review Committee he has initiated. Mr. Comeau is still working on the process for the grant review and how it will be presented to the Selectmen. Some keys points that will be outlines will include a detailed list of what the Selectmen need to do for the grants, where the funds ultimately come from and what possible future tax impact the grant may cause. Mr. Comeau will update the process as it moves along.

Correspondence of mail was opened.

- A letter from the Strafford Regional Planning Board was received asking the Selectmen to nominate 2 members as Brookfield representatives to the Planning Board.
- The bill and renewal contract for CAI Technologies, the contracted mapping company, was received.
- Wolfeboro Senior Center & Meals sent a letter stating the funding for the program has declined. 28.9% of Brookfield seniors take advantage of the program. The letter will be filed for the fall budget review.
- Marsh Hunter, donated funds for the 'adopt a window' program for the Schoolhouse.

Approval of Minutes:

06/21/2014 MOTION: *Selectman Robischeau moved to accept the minutes from June 21, 2014 at 6pm meeting. The motion was seconded by Selectman Zacher. Selectman Nelson abstained due to not attending. A vote was taken, Selectman Robischeau & Selectman Zacher was in favor, motion carries.*

06/24/2014 MOTION: *Selectman Nelson moved to accept the minutes from June 24, 2014 at 6pm meeting. The motion was seconded by Selectman Robischeau. A vote was taken, all in favor, motion carries.*

06/26/2014 MOTION: *Selectman Robischeau moved to accept the minutes from June 26, 2014 at 6pm meeting. The motion was seconded by Selectman Nelson. A vote was taken, all in favor, motion carries.*

Public Comments- Resident Tom Hill stated that the Lyford Road section which is maintained by the State need to be fixed. He asked the Selectmen to write a letter to the State Commissioner stating the issue on the road. Selectman Robisneau offered to write the letter. They also will carbon copy to Sen. Jeb Bradley, Executive Councilor Joe Kenney and the State Representatives for this district. Ed Comeau asked to receive a copy as the SRPC representative.

- Brad Williamson requested reinstatement of the Road Committee.

REPORTS FROM TOWN OFFICIALS:

- **Treasurer-** The bank balances were given. Selectman Zacher asked Treasurer Maclean if the balances in the account seem to be a reasonable amount considering this time of year. He stated that the County found a shortage in their account compared to when was previously reported and he wanted to make sure the Town money was on target. Marilou Maclean that they were on target and she has a separate spreadsheet she can tie in to the current budget which shows the money and how it is being spent and received. She will have it ready for the next meeting.
 - The bill from Primex has been received with credit of \$503.98. Marilou stated the only way to receive the refund is to have the Selectmen write a formal request to Primex asking for the refund. Administrative Asst. Robisneau will write the letter and have the Selectmen sign it.
 - A bill has been received for the 2014-2015 school year. Mrs. Maclean would like to pay monthly rather than a large lump sum every 3 months. The current bill is for \$250,000 in a 3 month period. The Selectmen discussed talking to the School Board at the next School Board meeting on August 11. In the meantime, they asked Marilou to pay the current bill until they are able to talk to the Board.
- **Tax Collector-** Deputy Tax Collector reported for Diana Peckham that out of \$823,000 in taxes, \$736,000 has been collected making 90% of taxes collected.
- **Assessor Clerk/Administrative Assistant-** Signatures were obtained for a Veteran Exemption. Craig Nichols from the Dept of Revenue is in Town measuring homes. Letters will be mailed by Avitar asking for appointments to correctly assess resident's homes.
- **Planning Board-** The Board has sent requests to each department asking for their recommendations for future capital projects anticipated for the planning period of 2015-2021. In addition, individual items over \$5000 need to be listed.
- **Code Enforcement/ Road Agent-** The road crew began filling in gravel/sand for the driveways and mailboxes affected by the new pavement on Lyford Rd. Ed Nason felt the pavement was still too soft to use equipment for the gravel. The shouldering machine was rented and the paving company will be graveling the edges.
 - The Selectmen questioned items which are rented for the road agent use for the Town and how it is billed. In the past, the equipment is rented under the Town's name for the Road Agent's use. Ed Nason commented how this has been the rule for many years but he is willing to change it if the Selectmen decide it needs to be changed. Selectmen Zacher will speak with the Town attorney as to which way would be better.
 - Grading on Cottle Hill Rd began and addition gravel was added due to past heavy rainfall. Walker Rd will be partially graded next. The tree trunks discussed in the prior Selectmen meeting have been removed.

- **Emergency Management-** Brad Williamson told the Selectmen that he is awaiting a signature on the Hazard Mitigation Plan. Selectmen Zacher stated it had been done and was given back to him. Mr. Williamson stated he will follow up and move forward with the next step in the Plan.
-The emergency reverse 911 was discussed. Brad Williamson stated he and Selectmen Nelson will be listed as the official emergency contacts. The system calls all residents with land lines only, if there is an emergency announcement.
- **Forest Fire Warden-** There has been low activity for fire permits.
- **Heritage Commission-** Old Home Day will be held on August 16. The Commission will meet tomorrow evening at 7pm to discuss the Veteran's Memorial and a fundraising event to sell donated items from Ron Fountain. The breakfast held by the Wakefield/Brookfield Historical Society will be held on August 9 pending the hot water heater and water is running in the Townhouse.
- **Cemetery Committee-** Next meeting will be held on Friday July 11, 2014 at 10am.
- **Town Clerk-** There have been issues with the Town phone lines. Lance Maclean spoke with Fairpoint who explained that if the issue is inside the building, there is a substantial fee. If it is outside, they would repair if free of charge. Brad Williamson offered to look at the phone lines in the morning.
- The Town Clerk is still in need of a replacement computer for the State computer and a change in internet service. Marilou Maclean stated she will speak with Lance about a replacement. Ed Comeau received the direct contact at Time Warner Cable for internet service. Selectmen Zacher stated he will contact the person.
- **Website-** The reporting of the website statistics has been changed to twice a year with the next report due in December.
-Three Brookfield business have now requested to be put on the website.
- **Old Business-** The Schoolhouse insulation has been done as of today. The drywall will be installed on Thursday.
-The members for the land acquisition have been finalized and a meeting will be held on August 5 at 7pm. Selectmen Zacher will post the meeting as it is public.
-Tom Hill was thanked for restoring the Town bulletin boards.
-A proposal from Tinker's Flooring was obtained to clean the carpets at the Town Office.
Motion: Selectmen Robisneau made a motion to accept the proposal from Tinker's Flooring in the amount of \$480 to clean the Town Office floors. Selectmen Nelson seconded the motion. All in favor and the motion carries.

Checks were reviewed and approved.

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

Meeting adjourned 8:30 pm.

Respectfully Submitted,

Jessica Robisneau
Administrative Assistant