



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

## SELECTMEN'S MEETING MINUTES

August 12, 2014

**ATTENDANCE:** Selectmen Rich Zacher, Selectmen Brian Robischeau, Selectman William Nelson, Marilou Maclean, Ed Nason, Ed Comeau, Rose Zacher, Fred Cann, Geary Ciccarone (arrived at 8:30pm)

The Pledge of Allegiance was led by Jessica Robischeau.

**Walk through of Town Property:** The Selectmen performed a walk around rear of the property to the shed to discuss storing a small amount of salt/sand mixture for public use. The salt/sand shed will be blocked off for Town use. The Town will establish a location for residents to obtain a limited amount of sand from a designated location in the rear of the Town offices, location will be in storage shed with single door access. The second part of the walk was in the Townhouse, viewing the old Town Clerk's office and the Schoolhouse repairs.

*Correspondence of mail* was opened.

- A thank you letter from Fire Chief Nason was read, for the donation of a computer and printer
- The Department of Transportation sent a letter confirming the Highway Block Grant to the Town in the amount of \$28,348.
- A letter from Town attorney Laura Spector-Morgan stating that the easement deed to Mr & Mrs. Holt has been mailed to them for signatures.
- A letter from the Department of Transportation sent a letter of their intention for a 2015 project to upgrade all horizontal alignment signs on Brookfield state roads.
- A letter from Virtual Town Hall announcing a conference being held in Worcester MA that is open to all VTH customers.
- A letter from the Department of Revenue was read stating that Jeane Samms has retired as of August 1<sup>st</sup> and the new contact is now Michele Clark. The Selectmen asked Administrative Assistant Jessica Robischeau to write a thank you note to Jeane Samms for her past assistance with the Town.
- Selectmen Robischeau read a letter he wrote to the Dept of Transportation concerning a portion of the State road on Lyford which is in need of attention. It was signed and will be mailed tomorrow.

## Approval of Minutes:

*07/22/2014 **MOTION:** Selectman Robischeau moved to accept the minutes from the July 22, 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 bank balances were given. The budget as of July 31, 2014 was distributed. The funds for the July Highway Block Grant was received in the amount of \$8,504.61. The MS4 is due on September 1. Marilou Maclean stated it will be ready for review at the next Selectmen meeting. Selectmen Zacher thanked Treasurer Maclean for her presentation at the GWRSD school board meeting.

• **Assessor Clerk/Administrative Assistant-** Administrative Asst. Jessica Robischeau gave the Selectmen an update on the revaluation from Avitar. All field assessments have been completed and changes have been entered in the system. As a whole, the assessments have dropped 9-10%. This is on the Town value and not the taxes. The preliminary values and report will be sent within the next few weeks for the Selectmen to review.

• **Code Enforcement/ Road Agent-** One intent to cut was signed for Map 4 Lot 2.

- Rip Rap will be placed on Lyford Rd next week.

- The road crew has been cold patching on Stoneham Road.

- Trees on the Class 5 road of Tumbledown Dick Rd are being trimmed and the road is being spot graded in preparation for the true grading of the road.

• **Heritage Commission-** The Commission will be finalizing details of Old Home Day which is this Saturday. The Memphis style BBQ will be held from 5pm-7pm. Tickets are \$12 for adults and \$7 for kids. Music will begin at 6:30pm. Selectmen Zacher thanked Marilou Maclean and the commission for cleaning the kitchen in the Townhouse.

• **Cemetery Committee-** The committee is in the process of mapping and flagging the area for the potential cemetery site.

• **Town Clerk-** Virginia McGinley told Selectmen Zacher that the State computer is showing many issues and the State will no longer support the computer. It is time to get a new computer. IT person Lance Maclean has given a quote for a new computer in the amount of \$300.

**MOTION:** *Selectmen Robischeau made a motion accept Mr. Maclean's proposal for a new Town Clerk computer to be placed on this year's budget. Selectmen Nelson seconded the motion. All in favor and the motion carries.*

- Next, a new internet service needs to be ordered. Ed Comeau asked that he had a few more weeks to call on a few more internet options. The Selectmen agreed to table the discussion to the next meeting.

• **New Business- Absentee Ballot-** A call was received from a resident pointing out that the Town Clerk's website was not up to date. Deputy Jennifer McKown offered to keep the page up to date. Selectmen Zacher asked Jessica Robischeau and Rose Zacher, on the Website committee, to obtain a sign on for them so the site can be updated.

- *Land Acquisition-* A meeting was held last week. The committee and the Selectmen discussed options and the potential of purchasing land. After great discussion, it was the consensus that the Selectmen should bring the land purchase option to the annual Town meeting in March.

-*Schoolhouse Door-* The Selectmen were told by Geary Ciccarone that the rear door is warped and should be replaced or patched. Mr. Ciccarone arrived to the meeting at 8:30pm and stated he ended up repairing the door for now and will keep looking on CraigsList for a replacement door. Remaining on his to do list is patching the roof where the chimney is to prevent any leaking.

• **Old Business- Schoolhouse-** The basement windows need to be installed before the winter months. The Selectmen asked Ed Nason to get the windows in soon. Also, the plastic and gravel under the Schoolhouse/Townhouse needs to be placed before the winter. The Selectmen asked Ed Nason if he would be interested in doing this. Ed agreed.

- *Old Utility Garage/Salt Shed-* The Selectmen decided to cut a small door in the larger shed door for residents to access a limited amount of sand/salt mixture. Before the mixture is placed in the shed, Ed Nason stated he would clean up the loose gravel on the floor of the shed. The Selectmen also decided that a motion light for the building needs to be installed on the exterior and interior of the building. Selectmen Robischeau will call the Town electrician.

-*Summer Maintenance-* Selectmen Zacher pointed out that the grounds for the Town have been maintained well and asked for the summer performance bonus of \$150 be sent to Mr. Dansereau for his hard work. All Selectmen agreed to the bonus as previously discussed at a prior meeting.

- *Propane Tank-* Selectman Robischeau spoke with the propane company and obtained a proposal for a

second tank. A 1000 gallon tank, owned by the Town, would cost \$2900. Ed Nason stated the tank needs to be a minimum of 10 ft away from all buildings. He will measure to see if there is room. Due to the cost, the Selectmen decided to delay the purchase for a few months to see what is left in the budget. In addition, the Selectmen decided it was time to lock in fixed propane rate by White Mountain Oil of \$1.82 per gallon. Jessica Robischeau will speak with the company tomorrow.

*-Schoolhouse Lights-* Marilou Maclean stated she is still working on choosing lights for the building.

*-Drew Farm Association-* A bill was received from the Drew Farm Association for due on the land owned by the Town. Several association members are concerned about this fee and what the money will be used for. The Selectmen decided to hold the check for review with the Town attorney.

**NON PUBLIC SESSION:**

***MOTION:*** *Selectmen Zacher made a motion to go into nonpublic session per RSA 91a:3:*

*(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.*

*(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.*

*The motion was seconded by Selectmen Robischeau. All in favor and the motion carries.*

*Roll Call, Robischeau, Zacher, Nelson*

***MOTION:*** *Selectman Nelson made a motion to come out of nonpublic session . The motion was seconded by Selectman Robischeau. All in favor and the motion carries.*

*Roll Call, Robischeau, Zacher, Nelson*

***MOTION:*** *Selectman Zacher made a motion to seal the minutes. The motion was seconded by Selectman Nelson. All in favor and the motion carries.*

Checks were reviewed and approved.

The next Selectmen meeting will be held on August 26, 2014 at 6:30pm.

Meeting adjourned 9:00 pm.

Respectfully Submitted,

Jessica Robisneau  
Administrative Assistant