



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

SELECTMEN'S MEETING MINUTES

August 26, 2014

PUBLIC HEARING 6PM: HAZARD MITIGATION PLAN-

In attendance:

Selectmen Rich Zacher, Selectmen Brian Robischeau, Selectman William Nelson, Tom Hill, Ed Comeau, Ed Nason, Jessica Robischeau, Brad Williamson

Selectman Zacher gave a brief description about the Hazard Mitigation Plan and how it was developed. The reason for the meeting, is to accept public input for the plan. The plan enables the Town of Brookfield to be eligible for FEMA funding in case of an emergency. The hearing ended at 6:15pm.

Following the hearing, the Selectmen and public, walked to the Townhouse to view the left side of the roof due to a deterioration of the shingles.

Meeting 6pm

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

The Pledge of Allegiance was led by the Selectmen.

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.

- NHMA sent a letter with upcoming legislative matters.
- Carroll County Commissioners are having a public hearing for the funding of the nursing home.
- Primex sent a notice of upcoming workshops.

Approval of Minutes:

08/5/2014 MOTION: *Selectman Nelson moved to accept the minutes from the August 5, 2014 meeting.*

The motion was seconded by Selectman Zacher. Selectmen Robischeau was not in attendance for this meeting and abstained from the vote. A vote was taken, Selectmen Nelson and Selectman Zacher were all in favor and the motion carries.

08/12/2014 MOTION: *Selectman Robischeau moved to accept the minutes from the August 12, 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. Marilou Maclean stated the state form MS 1 is due on September 1st and she is having difficulty filing it online. The new form number is MS 434 and the form has changed. She has made several attempts to contact the State contact but has not received a return call. Selectman Nelson said he would make a call as a State Representative to see if they would return the call. During the meeting, he called the State and left a message.
- **Tax Collector-** Deputy Tax Collector, Rose Zacher, announced that reminder notices were mailed to all delinquent tax residents on Friday.
 - **Assessor Clerk/Administrative Assistant-** Administrative Asst. Jessica Robischeau stated that due to the revaluation of the Town, Avitar has asked that the Town request an extension of the MS1 which is due to the State by 9/1/2014. The Selectmen signed the extension request.
 - Letters from Avitar will be mailed by the end of the week to all property owners with their new assessments.
 - **Planning Board-** Last Thursday, there was a special Planning Board meeting where the Town attorney was asked to attend to review the zoning ordinances. The reason was update the ordinance to reflect consistency throughout the document.
- **Code Enforcement/ Road Agent-** The road crew just finished repairing the washed out area on Pleasant Valley Rd.
 - Rip Rap is being placed on Lyford Rd.
 - The plastic and stone has been installed under the Schoolhouse.
- **Conservation Commission-** Fifteen people signed up for the Town clean up day. Littering appears to be an issue in the Town. The Selectmen discussed putting up a sign with a penalty for littering. A Wakefield police office came to the Town meeting shortly after the discussed and confirmed there is a state statute and penalty, depending on the level of littering.

- **Forestry-** There was a small fire of a shed in Town. The Forestry truck was not used for the fire. Wakefield responded to the fire as well as Brad Williamson. Selectman Zacher asked Brad to hold off on any maintenance to the truck.

Heritage Commission- The Old Home Day dinner was held on Saturday. Ninety Five tickets were sold. Marilou Maclean thanked everyone for their participation for the successful evening. Upcoming events include a genealogy workshop on September 20 from 10-12. Also, Archivist Craig Evans will be at the Townhouse. The Veteran's Day dinner is planned for November 8.

Selectman Zacher asked Mrs. Maclean when will the Schoolhouse items be moved back into the Schoolhouse? Mrs. Maclean is working with a 'historical display' specialist on how the items should be presented. She will have all the items placed back by the Veteran's Day dinner.

Cemetery Committee- Craig Evans stated there have been/will be 3 internments and burials in private cemeteries this month: Franges Cemetery, Wiggin Cemetery and Debow Cemetery. The Wiggin internment is planned for October and the family asked if they could borrow chairs from the Town to place at the cemetery sight for the ceremony. The Selectmen stated there is written policy where it is not allowed to borrow items from the Town for events such as this. The Wiggin family would also like to book the Townhouse for a small reception after the ceremony. The Selectmen allowed this as long as the date is open and Mr. Evans coordinates this through Administrative Asst. Jessica Robischeau.

New Cemetery- Craig Evans spoke with a surveyor regarding the potential cemetery site. He highly recommended hiring a soil scientist to test the soil in several areas for ledge and wet lands. The cost was estimated between \$500 and \$1000. Craig also suggested getting an estimate to clear and stump the property. They have decided to get all the information and then make a plan.

Town Clerk- The new computer for the Town Clerk's office has arrived and IT person Lance Maclean is preparing it before it can be installed. The Selectmen discussed making a decision about the internet service.

MOTION: *Selectman Robischeau made a motion to accept Time Warner broadband service with the estimated monthly fee of \$50 and possibly a waiver of the \$200 installation fee. Selectmen Nelson seconded the motion. All in favor and the motion carries.*

- The Town Clerk asked the Selectmen to allow registering boats in Brookfield which is not currently a service her office supplies. After discussion, the Selectmen decided not to have this option.

MOTION: *Selectmen Zacher made a motion not to allow boat registration through the Town Clerk's office. Selectmen Robischeau seconded the motion. All in favor and the motion carries.*

- **New Business- Election Day 9/9-** The Selectmen decided on coverage for the September election as follows: Selectmen Nelson 8am to 11am, Selectmen Robischoeu 1pm-5pm and Selectmen Zacher the lunch shift, 11am to 1pm and 5pm-7pm. They decided to set up for the election on Saturday 8/30 at 9am.

- *Logging on Garney Rd-* Selectmen Zacher suggested since there will be logging on Garney Rd by a resident and their land abuts Town land, this may be a good opportunity to ask the loggers to clean up the Town parcel. Ed Nason stated he would look at the parcel and see if it needs clean up and let the Selectmen know, before the decision is made.

-*NHMA Class-* Selectman Robischoeu would like to attend NHMA's Legislative Policy Conference in September.

MOTION: *Selectman Zacher made a motion to send Selectman Robischoeu to the NHMA Legislative Policy Conference in September. Selectman Nelson seconded the motion. All in favor and the motion carries.*

- **Old Business- Schoolhouse-** Selectman Zacher asked who will install the bathroom accessories in the new Schoolhouse bathroom. Selectmen Robischoeu volunteered himself to install the items. Craig Evans volunteered to get the window treatment.

- *Hazard Mitigation Plan-* The hearing was held at 6pm and the Selectmen decided to adopt the plan as written.

MOTION: *Selectman Robischoeu made a motion to accept the Hazard Mitigation Plan as presented. Selectman Nelson seconded the motion. All in favor and the motion carries.*

- *Propane Tank-* Selectmen Zacher and Ed Nason reviewed the rear of the Townhouse to find out if a second propane can be installed according to code. Ed Nason stated the only area it can be installed is behind the maintenance shed. Ed Nason suggested to call Dig Safe who would mark the ground where it is safe to be installed. Selectmen Zacher offered to call Dig Safe. He stated we need a plot plan of the Town grounds. It is still questionable if the budget will allow for the purchase of an additional tank.

-*Schoolhouse Lights-* The type of lights are still being reviewed. Marilou Maclean would like the school house lights such as what is in the Town Offices.

MOTION: *Selectman Nelson made a motion hire the electrician to purchase similar Schoolhouse lights. Selectman Robischoeu seconded the motion. All in favor and the motion carries.*

Selectman Robischoeu stated he will go to a lighting store to get prices for the lights.

-*Schoolhouse heat-* The Schoolhouse is now ready for heat to be installed. The Selectmen will call Ron Laste, heating contractor.

Checks were reviewed and approved.

The next Selectmen meeting will be held on September 8, 2014 at 6:30pm.

Meeting adjourned 8:45 pm.

Respectfully Submitted,

Jessica Robisneau
Administrative Assistant