



## SELECTMEN'S MEETING MINUTES

Dec 01, 2015

**ATTENDANCE:** Selectman Brian Robischeau, Selectman Rich Zacher, Selectman Bill Nelson, Laurie Champy, Mariou Maclean, Ed Comeau, Tom Hill, Ed Nason, Rose Zacher, Diana Peckham

### Approval of Minutes:

***MOTION:*** Selectman Nelson made a motion to accept meeting minutes from Nov 10, 2015 as presented, Selectman Zacher seconded, all in favor, motion carries.

***MOTION:*** Selectman Nelson made a motion to accept meeting minutes from Nov 11, 2015 as presented, Selectman Zacher seconded, all in favor, motion carries.

- **Treasurer:** Marilou Maclean gave bank acct balances. Marilou stated that the County has been paid, one quarter is still owed to Wakefield, and the trade of funds that go from her to the Trust Fund still need to be transferred.  
Marilou is checking on the process for setting up a savings account to make it possible to accept donations for the purpose of preparing the new Cemetery land.  
Selectman Robischeau read a notice that was received from PLT (Property Liability Trust) which stated that our coverage with them will be expiring on June 30, 2016 at midnight. Selectman Robischeau will call PLT and ask if they are making a recommendation with another carrier or provider that we should consider.
- **Tax Collector:** Diana Peckham stated that the tax deadline is today and that she has received 73% of all taxes due. All taxes owed from escrow accounts have been received.
- **Administrative Assistant:** Laurie Champy stated that she received a notice from Lakes Region Mutual Fire Aid, they are working on adding mapping data to their Computer Aided Dispatch system. They have requested that the Selectmen sign the data release form which will then be submitted to the NH Bureau of Emergency Communications, as required, for the release of data to LRMFA. Selectman Robischeau will verify that the request is legitimate and he will also bring this to the attention of Brad Williamson (Forest Fire Warden) for his input.  
Laurie stated that the new Cemetery Policy is posted on the Town's website.  
Laurie stated that Susie Warren had informed her that the monetary donation from this year's craft fair would be made to Relay for Life. There was discussion about keeping the donation locally and the process involved in changing the setup of the Brookfield Scholastic Fund so that the donation from next year's fair could again be made to that fund as in previous years. The Selectmen suggested perhaps this year's donation could be made to the Heritage Commission or the Wakefield Food Pantry if the funding hadn't already been designated to Relay for Life. Laurie Champy will speak about this with Susie Warren when she comes to the office tomorrow to return the borrowed key.

- **Assessor Clerk:** Selectman Robischeau stated that Jessica Robischeau was asked to return to full capacity as Assessor Clerk.
- **Planning Board:** Ed Comeau gave an overview of the items the Board worked on at their last meeting held on Nov 19<sup>th</sup>. He stated that they amended the Rules and Procedures to correct potential errors that could occur during any type of application for notifying abutters.  
They also worked on making some proposed changes on a couple of zoning ordinances including, defining a staging area and building lot requirements. They are working on a warrant article to propose amending the definitions of building a driveway and approved private road.  
There was some discussion about our current CIP process involved with the Board of Selectmen and the Planning Board. It was debated if this process was necessary and/or added value and whether it should be continued as it exists. No action taken.
- **Code Enforcement:** Ed Nason presented two Intent to Cuts, one for Map 37, Lot 1 and the other for Map 17, Lot 29, Sub A.  
Ed Nason will work on filling in the hole that had been left open for White Mountain Oil to access the recently installed plumbing for the propane tanks.
- **Road Agent:** Ed Nason stated that the gravel has been delivered and that he will be working on Robinson Road later this week. He will also put cold patch on the potholes on Stoneham Road.  
Mr. Nason stated that the State has scheduled road work over Churchill Brook on Governor's Rd that is set to begin late March/early April 2016. The State performed as much prep work as possible this fall in anticipation of this extensive project. The work starting in the spring is anticipated to take approx. 4 months to complete. While they are removing and rebuilding the bridge, that area of the road will be impassible. Mr. Nason will contact Mr. Bobby Libby from the State to ask him their plans for placing road signs to bring awareness to the public. The Selectmen asked Laurie Champy to draft a letter to the residents of Governor's Rd, Tucker Rd, Moose Mtn Rd and Tumbledown Dick Rd informing them of this upcoming work and the travel impact it will have. They requested notification to the Wakefield Board of Selectmen and that this information also be posted on Brookfield's Town website.  
Mr. Nason also spoke about the bridge on Moose Mountain Road, he stated the test pit was completed and he is waiting for the results. The company that performed the work will be supplying the Town with various options and scenarios to either repair or replace the bridge depending on their findings.  
Mr. Nason stated that his project on the Cemetery land clearing is complete.  
Mr. Nason requested permission to make improvements and work on squaring up the garage building prior to calling in a professional company to perform regular maintenance and possible repair on the bottom panel of the garage door. The Selectmen agreed to his request but would still like to ensure for safety purposes that a professional company be called in after he's completed to inspect the typical wearable components and perform regular maintenance.
- **Conservation Commission:** Tom Hill stated that there is a Conservation Commissions "mixer" hosted by Moose Mountains Regional Greenways held at the American Legion in Farmington, NH on Dec 03, from 6:30pm – 9pm.
- **Heritage Commission:** Marilou Maclean stated she has sent pictures of the missing ceiling plaster in the entryway of the Townhouse bldg to a historic plasterer in hopes of possibly scheduling repair over the winter.

- **Old Business:** Marilou Maclean stated she will order replacement parts for the sandwich board. Ed Comeau has been communicating with Cameron Taatjes about trying to extend cable access on Rt 109. They are planning to present the Cable company with information on how many houses this would impact and the potential financial gain that the company could receive. Selectman Robischeau spoke of the ongoing litigation on Brice Drive and the recently denied summary judgment. The Judge stated there is still an issue of fact. Selectman Robischeau will contact Attorney Laura Spector Morgan for recommendations on how to proceed. It was announced that the Budget meeting that was scheduled for Wed. Dec 02 has been rescheduled for Thurs Dec 03, at 6:30pm at the Town Office bldg. Selectman Nelson stated that he been contacted by a nonprofit to see if they could access and purchase Brookfield's mailing list, and if so, what the cost would be. There was discussion of this being public information and that it had been allowed in the past for a significant fee.
- **New Business:** Selectman Zacher suggested issuing a bonus to the cleaning person for the Town. This bonus was recently put in place as an incentive and reward for a job well done verses issuing a raise.

***MOTION: Selectman Zacher made a motion to issue a \$150 bonus, Selectman Robischeau seconded, all in favor, motion carries.***

Selectman Robischeau read a letter received from LandTech stating that based on their conversation with our defense counsel that they have made our file inactive but will maintain the records for us. Marilou Maclean mentioned that there is an inactive misc "Kitchen" acct. She will speak to Virginia McGinley, as she is one of the signers on the account, about the possibility of transferring those funds. Selectman Nelson read a thank you letter from Meals on Wheels thanking Brookfield for its \$1,500 donation.

Ed Comeau stated that the Carroll County Commissioners meeting is tomorrow @ 10am. He also stated that at the delegation meeting on Monday, Dec 07<sup>th</sup> at 9am the proposed budget will be offered for review by the public and the delegation. This meeting will take place at the County Administration building.

Checks and bills were reviewed and signed.

Meeting adjourned 8:30pm.

The next regular scheduled meeting is Dec 15, 2015 at 6:30pm.

Respectfully Submitted,

Laurie M. Champy  
Administrative Assistant