

Town of Brookfield
267 Wentworth Road
Brookfield, NH 03872

SELECTMEN'S MEETING MINUTES
April 12, 2011

Attendance: Ernie Brown (chair), Clifton Camp and William Nelson
Staff: Treasurer Marilou MacLean, Tax Collector Diana Peckham, Assessor Clerk Jessica Robischoeu
Administrative Assistant Jennifer Sonricker and Emergency Management Director Brad Williamson
Reporter: Heather Terragni
Public in Attendance: 4

Meeting called to order at 6:30 PM. Dick Peckham led us in the pledge of allegiance.

Approval of Minutes:

- Minutes of 2/22/11, 3/8/11 and 3/22/11 postponed until next meeting.
- Minutes of 3/30/11 work session. Correction: page 2 under Trustee of Trust Funds Report, remove: MS-5, add: MS-10. ***MOTION: Clifton moved to accept the minutes from March 30, 2011 work session as amended, seconded by Bill. A vote was taken, all in favor, motion carries.***

Public Comments:

- Ron Fountain questioned why the no thru trucks signs on Lyford Road were removed and wanted to know if all three Selectmen approved the action. The decision was made at the March 30th work session and all three Selectmen were in agreement. The Selectmen explained the decision was made because it has been discovered that the current posting is not enforceable. After researching the archives it was determined no authority was ever granted to post the road in the first place. Richard Zacher is working with UNH on a study, additional research will be needed to determine if posting is required and allowed. Ron provided the Selectmen with copies of several RSA's pertaining to posting of roads and requested the Selectmen read them and discuss the issue further at the next Selectmen's meeting.
- Diana Peckham inquired about how the money received from the redeemed tax deeded property will be used and what oversight there is on the funds. The Selectmen reported the money goes to the General Fund, at the end of the year it will be accounted for as unexpected income on the MS-4. The Selectmen do not have the ability to just spend this money.

Report of Town Officials:

- **Zoning Board of Adjustment** – Paul Trembley chair of the ZBA contacted LGC regarding a Selectmen serving as a member of the ZBA, they explained there are no rules against it but strongly discouraged it. Bill Nelson was serving as a ZBA member prior to being elected as Selectmen. It was decided that Bill would serve as a non-voting Selectmen's Representative to the ZBA and step down as a member. Paul recommended Dick Peckham, Janet Murfey, Dulcie Lavender, Richard Mauser and himself as the five sitting members to the ZBA. ***MOTION: Bill moved to appoint the Dick Peckham, Janet Murfey, Dulcie Lavender, Richard Mauser and Paul Trembley as Zoning Board of Adjustment members, seconded by Clifton. A vote was taken, all in favor, motion carries.***
- **Treasurer** – Marilou presented checks for signature and bills for approval. Checks approved tonight will be ready tomorrow for signature. She worked with the auditors last week regarding her duties. Mr. Martineau has provided a revised final page of the MS-5; the Selectmen will need

to sign it so it can be re-submitted to the state. A receipt in kind for the donated computer was presented to the Selectmen for signature, there is no value attached to the computer. Marilou explained she will pay a portion of the Irving bill to ensure deliveries continue but will hold off the portion of the bill that is being debated. A cash available sheet was distributed to the board for review. After the Tax Collector re-deposits the check cut for 2010 lien the balance will be \$326,632.81, given the anticipated future income and expenses, the GWRSD check in June may need to be postponed till July, she will watch this closely and keep the Selectmen updated. 2011 mileage rate needs to be set. Currently the rate is set at \$0.42/mile. After brief discussion a motion was made. ***MOTION: Bill moved to set the mileage reimbursement rate to \$0.46, seconded by Clifton. A vote was taken, all in favor, motion carries.***

- **Tax Collector** – Diana presented the Selectmen with a copy of the 2010 tax lien. The amount being liened is \$62,381.03, significantly higher than last year. A substantial portion of the lien (\$14,573) is for current use change associated with two lots owned by Bennett/McWhirter. The property owner is disputing the amount, unfortunately the decision to dispute was made too late for the abatement process. Map 25, lot 2, the Wiggin burial ground is also being liened. This is the first year a tax bill was generated for this property. Craig Evans contacted Avitar when he was acting Assessor Clerk and they explained the property should be taxed. All correspondences have been returned. One property is up for deeding, the notice of impending deed notice was mailed today.
- **Assessor Clerk** – Jessica presented an elderly deferral for Map 28, lot 12, the deferral request was granted by Avitar. Abatement was requested for the same property, the request was denied by Avitar. Both forms were signed by the Selectmen. A sample tax card for map 18, lot 27 was presented to the Selectmen for review, the property in question is the town cemetery, to date a card has not existed but Aviator would like one added, the property will be assessed but not taxed because it belongs to the town. A new fee schedule was presented to the Selectmen for review; a few additional fees were added to the original sheet. She requested the Selectmen review and let her know if any changes should be made. Brief discussion ensued regarding the new assessing data computer that has been installed. Two options are available; add a small printer to at the site of the computer or tie into the main copier/printer, it was decided the main copier/printer should be used. Lance will be contacted to see if the print function can be password protected; if this is the case employees will be responsible during office hours for collecting fees for copies. Going online versus selling copies in the office discussed, revenue #'s resulting from copies being issued reviewed and the Selectmen do not want to lose this revenue stream, there is a fair amount of revenue resulting from assessing copies.
- **Agricultural Commission** – Clifton reported. The last meeting had only three members in attendance, they are looking for additional members, those interested should contact Rick Surette. The commission meets the first Monday of the month at 6:30 PM. Currently the committee is creating a list of active farms with products and services offered; the goal is to have this added to the town website; Open Farm Day plans are also underway.
- **CEO** – Ed reported. Intent to cut for map 18, lot 21 presented for signature. Reports of wood cut are coming in. The state is proposing to cut some timber and gravel related positions; if these positions are eliminated it could result in additional costs and fees to the towns. More research is needed regarding the actual effect on the towns, as more information is learned it will be shared with the Selectmen.
- **Road Agent** – Ed reported. The plow and wing will be taken off the town truck this week and the truck turned over to the Forest Fire department, this should be completed by April 15th. Walker and Burwell Roads have been posted “closed, pass at own risk” because of their poor

condition. There are large mud holes, when the road dries up their condition will be addressed. Large pot holes on Stoneham Road discussed, Ed would like to avoid cold patching the holes since the road is slated to be ground and repaved this fall. He is opting to fill the pot holes with gravel instead. Stoneham Road paving process discussed at length, Ed expressed concern over the cost of pavement continuing to increase and suggests we not wait until late fall to pave, the amount of road that will be able to be ground and paved is directly affected by the pavement costs. The plan is to have the road ground and then driven on for a month, lifted and driven on for another month before paving. This would create a strong base; the issue with this approach is if the price goes up we could have ground more road than budgeted. The Selectmen suggested Ed calculate a worst case scenario on pavement costs and only grind the road based on this worse case number. The Selectmen requested a prioritized list of projects to be submitted at the next meeting. The list should include start and finish dates.

- **EMD** – Brad reported; he has been gathering prices for cots and associated equipment needed for emergency preparedness. The items can be purchased separately or in a self contained unit containing cots, pillows, blankets and personal care kits. The self contained unit quoted services 25 people and is the most cost effective solution at \$1800 (excluding S&H). Purchasing these independently is much more expensive. \$2500 is appropriated for this purpose. Another item being considered is an air conditioner; it would give us the ability to operate a cooling station in the event of an extreme heat wave. It would allow us to provide a place for the elderly, or those sensitive to heat a place to cool off.

Work on the Emergency Preparedness Plan and Hazard Mitigation Plan is underway. There is a grant available for the Hazard Mitigation Plan; the grant is an 80/20 match, with the town at 20%. To qualify for the grant a plan contractor is required. Mapping and Planning Solutions (MAPS) is the preferred contractor, Brad has drafted a letter to the State indicating the preferred contractor. Ernie will put on town letter head and mail. A draft planning agreement between MAPS and the town was presented to the Selectmen. The Selectmen will review and report back to Brad on how they plan to proceed.

First Aid Kits discussed; Brad suggests comprehensive first aid kits be purchased, these kits are for dealing with emergencies and cost between \$100-150. The Selectmen requested a list of items that should be included in the kit.

Roadside/House numbers addressed; there are still several houses without numbers listed. Brad encouraged the Selectmen to try and get all homeowners to get this done; he suggested a note be posted in the newsletter.

- **Forest Fire Warden** – Brad is excited to get Forest Fire Warden truck retrofitted, he hopes to have the truck available May 1st. Fire rating is already at a class III, all encouraged to use caution; there have already been some small brush/ground fires in neighboring towns.
- **Road Committee** – The committee is scheduled to meet Tuesday, April 19th at 6:30 PM to discuss where we are and where we're going and committee makeup.
- **GWRSD** – Steel is going up and the renovation project is moving forward as planned. The Teachers Unit agreed to give up 5 paid pays in order to live within the current budget that was reduced do to state budget shortfalls. Ron Fountain questioned if the possibility of and earthquake was taken into consideration in the design of the new building, since this area is located on significant fault line he feels this is important. Ernie explained this was taken into consideration in the building's design. The steel issue referenced at an earlier meeting is under control.
- **Heritage Commission** – Marilou reported, the commission meets tomorrow night at 7:00 PM, the public is encouraged to attend. They are waiting to hear back from the three architects.

- **Parks and Recreation** – The Wolfeboro Parks and Recreation spring and summer program guide is available, all Brookfield residents are encouraged to utilize the programs. For a second year Brookfield residents receive the resident discount and program priority. Youth and adult programs are offered.
- **Planning Board** – The board met last night and discussed Rules of Procedures and Site Plan Review; both are slated to be updated. Ed Comeau had a meeting with Michelle Long of SRPC regarding the energy audit. April 25th, Cynthia Copeland with SRPC will be available in Brookfield at 6:00 PM to answer any questions the public has regarding SRPC.

Old Business:

Joint Loss Management – Joint Loss Management will hold their 2nd quarter meeting on April 26th at 6:30 PM; the Selectmen’s meeting will follow. CPR instruction will not be offered at this meeting as there is a 4 hour minimum requirement when offering CPR instruction. The Selectmen will look into offering a CPR certification clinic.

COAST Alliance for Transportation (ACT) – Letter received from Diane Smith regarding ACT, the program has been renamed “North Bus”. Service will begin Wednesday April 20th. A ribbon cutting is scheduled for 9:45 on the 20th at the Wakefield Town Hall, all invited to attend. A brochure regarding the program will be posted on the town website.

Other Business –

- The website committee will be meeting soon to discuss future goals.
- Mail Reviewed: Letter received from UNH, Ed Nason has received level of Master Road Scholar. This is the fourth and final achievement level. Ed was congratulated for this accomplishment.
- Road Agent contract will be marked up and reviewed at the next meeting.

Non Public Session:

MOTION: Bill moved to go into non public session pursuant to RSA 91-A: 3, 11 (c), to discuss tax abatement issue, seconded by Ernie. A roll call vote was called; Ernie – yes, Clifton – recused, Bill – yes. Motion carries.

In Non-public Session

The Board met in non-public session. A legal issue was discussed and resolved.

MOTION: Ernie moved to come out of non public session seconded by Bill. A roll call vote was called; Ernie – yes, Clifton – recused, Bill – yes. Motion carries.

Out of Non-public Session

Meeting adjourned by the Chairman at 9:00 PM

Respectfully submitted,

Jennifer Sonricker
Administrative Assistant