

**Town of Brookfield**  
267 Wentworth Road  
**Brookfield, NH 03872**

**SELECTMEN'S MEETING MINUTES**  
**May 10, 2011**

Attendance: Ernie Brown (chair), Clifton Camp and William Nelson  
Assessor Clerk Jessica Robischeau, Road Agent/CEO Ed Nason, Treasurer Marilou MacLean,  
Emergency Management Director Brad Williamson and Administrative Assistant Jennifer Sonricker  
Public in attendance: 6  
Reporter: Heather Terragni

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

**Approval of Minutes:**

- 04/26/11 – Two corrections; page 3, the acronym LUCT needs spelled out, “Land Use Change Tax” added. On Page 4 regarding comment for possible fine for littering, remove Ron Fountains name, add “suggestion made”. ***MOTION: Bill moved to accept the minutes from April 26, 2011 as amended, seconded by Clifton. A vote was taken, all in favor, motion carries.***

**Public Comments:**

- Rose Zacher commented on the last Selectmen's meeting, she felt there was zero respect shown and does not feel sarcasm belongs in the public forum.

**Report of Town Officials:**

- **Treasurer** – Marilou presented checks for signature and bills for approval. Block grant money was received; it was slightly larger than anticipated. After tonight's checks the account balance is \$261,933.88; bills presented for approval tonight are approximately \$113,000. May GWRSD bill will be paid tonight, the June bill will be delayed until property tax payments begin coming in. Included in this evening's checks are three abatement refunds. Airgas bill discussed with Ed, the Selectmen questioned why we are paying a year contract bill in addition to the monthly rental fee; additional research is needed. Our quarterly usage fee for the copier has been received; we pay \$.012 per copy.

On Lance's behalf Marilou reported that the Assessing Computer is up and running, the status on printing is unknown.

- **Administrative Assistant** – Jennifer has submitted a letter of resignation, effective June 1<sup>st</sup>. The Selectmen expressed their regret. Possible replacement discussed, Ernie has spoken with Jessica, the new Assessor Clerk; she is interested in the position. Clifton suggested the Selectmen talk with her in private to discuss duties and wages. It was questioned if the position needs to be posted as this is what occurred when the Assessor Clerk resigned. Ernie has spoken to legal counsel, if we hire from within, the job vacancy is not required to be posted. Brief discussion ensued; the Selectmen will work on a job description but decided to move forward hiring Jessica as the Administrative Assistant effective June 1, 2011. ***MOTION: Bill moved to combine the Assessor Clerk and Administrative Assistant position into one, seconded by Clifton. Brief discussion. It is the understanding that these are now a combined position and if the position is vacated one person will be hired to fill both positions. A vote was taken, all in favor, motion carries.***

- **Assessor Clerk** – Jessica presented an elderly exemption for Map 28/Lot 12, the exemption is denied because income levels are too high, it was signed by the Selectmen. An approved veteran's exemption for Map 7/Lot 5D was presented and signed by the Selectmen; all the required paperwork has been submitted. New fee schedule presented to the Selectmen for approval. Special trip fee discussed, it needs to be increased as the fee should account for all salary & liability related expenses; Marilou will provide a copy of this cost. Also discussed was state employment law that requires if an employee is called into work they are paid a minimum of two hours, the fee will be adjusted to reflect this. Marilou will look up the RSA and provide it to Jessica; the RSA will be referenced under the special trip fee.
- **Cable Committee** – The committee had nothing to report. Jessica mentioned she spoke with Time Warner Cable crew members while they were working on Garney Road and the expansion appears to be underway. Trees have been trimmed in anticipation of the new cables being installed.
- **CEO** – Ed presented an intent to cut for Map 6/Lot 7, it was signed by the Selectmen. He reported that he is closing out last year's reports of wood cut. Yield tax year runs May 1<sup>st</sup> – April 30<sup>th</sup>. 11 intents were filed in 2010; we have been averaging around 16 so intents are down.
- **Road Agent** – Clifton is waiting to hear back from legal council regarding the Road Agent contract, she is reviewing the contract and making necessary legal changes. Status of washout on Tumbledown Dick Road questioned, Ed reported it has been patched for the time being and is passable; permanent repairs will be made after threat of heavy spring rains are over. Possible solution to prevent these washouts in the future discussed; the steep hill creates the issue, paving was one solution suggested. The ditching and turnouts have helped but have not completely prevented washout during heavy spring rains. A large sink hole on Burwell Road has been patched; there is a similar hole on Walker Road that will be filled. Road grading is ongoing. Status on Town property cleanup effort provided; loam between the buildings has been spread and material added along the foundation of the Town House. Cleanup continues in the rear of the Town House and at the Salt Shed. Old scrap iron was turned in resulting in \$208 in revenue; Ed will provide Marilou with the check. Additional scrap material will be turned in soon. The Selectmen requested a prioritized list of projects be submitted at the next meeting.
- **EMD** – Brad submitted a copy of the agreement between the Town of Brookfield and Mapping and Planning Solutions (MAPS). The agreement allows for MAPS to create a hazard mitigation plan for the Town, there is no cost to the town as this is paid for from FEMA money. MAPS will bill the town but will not require payment until after we receive our reimbursement from FEMA. ***MOTION: Clifton moved to have Brad, as Emergency Management Director, proceed with execution of the agreement with MAPS, seconded by Bill. A vote was taken, all in favor. Motion carries.***
- **GWRSD** – Ernie reported on Gold Scholar Luncheon he attended today, there were 34 Gold Scholars recognized, one from Brookfield. It was great to meet and speak with these students.
- **Heritage Commission** – Marilou reported; the commission received notice from the National Trust for Historic Preservation that the town was approved to receive \$5,000 matching funds grant to complete a conditions assessment survey and preservation plan. Estimates for the survey have been received from two companies; they are waiting for one more. Marilou has been in contact with the State Archeologist, the commission is trying to arrange for the State to perform a review of historical sites; two sessions will be scheduled, one in July and one in August. Suggestion made to include high school students in the historical site review process.

Appointment of new Alternate recommended, the commission requested the Selectmen appoint Patricia Golden as an alternate to the Heritage Commission. ***MOTION: Clifton moved to appoint Patricia Golden as an alternate to the Heritage Commission, term expiring in 2014, seconded by Ernie. A vote was taken, all in favor, motion carries.***

- **Planning Board** – Boonie Colman requested the letter submitted from the Chairman of the Planning Board be read into the minutes; a copy of the letter is attached to the minutes of this meeting.
- **Website Sub-committee** – Jennifer presented a summary, including implementation costs for Virtual Town Hall. The details of the software were review, the website subcommittee saw a demo of the software last week, after reviewing this product against the current website and other website development tools the committee recommends the Town of Brookfield migrate to Virtual Town Hall as their website solution. Brief discussion ensued. ***MOTION: Clifton moved to proceed to the next step, receive a draft copy of the contract and schedule a demo for the next Selectmen's Meeting, seconded by Bill. A vote was taken, all in favor, motion carries.***
- **Other** – There is a new President of the Brookfield Bloomers, her name is Ann Prunier.

#### **Old Business:**

- **Review of Old Town House** - Prior to this evenings meeting the Selectmen did an exterior review of the Town House and School House in order to discuss the current condition, the majority of the Selectmen felt a quick touch up of exterior paint would suffice until the Heritage Commission has a chance to complete their study. Regarding the hot water tanks, Ernie is in the process of receiving a quote from the town plumber on replacement of the existing tank. ***MOTION: Clifton moved to replace the hot water tank in the Town House pending the cost, seconded by Bill. Discussion ensued regarding whether possible renovations to the Town House bathrooms would require the hot water tank to be moved. On-demand system also discussed. An on-demand unit was looked into earlier and is cost prohibitive. The feeling is renovations would not affect the hot water tank. A vote was taken, all in favor, motion carries.*** Marilou requested someone look into why the handrails out front, they are pulling away from the building, Ernie will contact the person who just reinforced the handrails.
- Rose Zacher asked for an update on the discussion that occurred several months ago regarding the contractor who got ahead of the permit process. Clifton is handling the past issues and will provide a report when resolved. Ed reported on current status, everything is caught up and all required inspections have been done.

#### **New Business:**

- Bill provided a narrative on low and moderate tax relief program. Information regarding DRA tax relief form DP8 will be added to the newsletter.

Mail reviewed. Intent to cut submitted for Map 12, Lot 20; Ed reviewed it and it was signed by the Selectmen. Revised letter regarding DRA review of assessing files was received.

Meeting adjourned by the Chairman at 8:25 PM.

Respectfully submitted,

Jennifer Sonricker  
Administrative Assistant