



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

SELECTMEN'S MEETING MINUTES
September 24, 2013

ATTENDANCE: Selectmen Rich Zacher, Selectmen Brian Robischeau, Selectman William Nelson, Administrative Asst. Jessica Robischeau, Ed Comeau, Rose Zacher, Samantha Nason, Tom Hill, CEO Ed Nason, Geary Ciccarone, Doug Vanderpool, Ray Dodier

The meeting began at 6:30pm.

The Pledge of Allegiance was led by Doug Vanderpool.

Speakers: None

Correspondence: Mail was opened and read publicly

Approval of Minutes:

- **9/10/2013- MOTION:** *Selectman Zacher moved to accept the minutes from September 10, 2013 meeting with the following revision as discussed:*

First Paragraph, strike "before the regular meeting, the Selectmen met on Brice Drive" replace with "The meeting began at 6:30pm on Brice Drive".

The motion was seconded by Selectman Robischeau. A vote was taken, all in favor, motion carries.

- **09/16/2013- MOTION:** *Selectman Robischeau moved to accept the minutes from September 16, 2013 meeting with the following revision as discussed:*

Page 1, Under Brice Drive, at the end of the third line, delete sentence "The Town Attorney will be working on the paperwork." And replace it with " The Town will write a letter to the property owner, asking them to apply for an easement."

The motion was seconded by Selectman Zacher. A vote was taken, all in favor, motion carries.

Public Comments: None

REPORTS FROM TOWN OFFICIALS:

- **Treasurer-** Treasurer Maclean was not present but a memo from Mrs. Maclean was read by Selectmen Nelson. The memo stated the balance of the checking and savings account. Bills were approved and initialed. Selectmen Nelson stated that he spoke with North American Power for a comparison of rates for the Town's electric. They stated a contract would be needed for a specified number of months. Selectman Nelson will try to obtain a copy of a contract to review the terms and agreement for consideration.
 - A letter from Primex (Workers Compensation Insurance Co.) asking the Town to draft a roster for a CERT team for the Town. CERT stands for Certified Emergency Response Team. Selectmen Robischeau will call Primex to discuss the reason for this information.
- **Assessor Clerk/Administrative Assistant-** Jessica Robischeau presented the Selectmen with the complete MS-1 in which the Selectmen signed. It will be emailed to the Department of Revenue tomorrow morning.
- **Planning Board-** Geary Ciccarone reported that at the next meeting, the Planning Board will be working on a Town Asset book. With the help of Treasurer Maclean, a list of Town assets will be drafted for the Board.
- **Code Enforcement/ Road Agent-** An intent to cut for Map 5 Lot 5 was signed by the Selectmen. A driveway permit was issued for a lot on Moose Mountain Road. A garage permit for Pinkham Way was received and rejected due to a wetlands issue.
 - The banks on Brice Dr are being cut back in preparation for the paving.
- **Old Business-**
 - Selectmen Robischeau- *Foundation Contractor Update***- Ed Nason will be able to view the foundation by the next meeting and report back to the Selectmen with an estimate for the work.
 - Selectmen Nelson- *Specification Proposal***—The spec proposal from Bergeron Technical Services in Conway has not been received as of tonight's meeting.
 - Selectmen Zacher- *Estimate for the maintenance shed roof repair***- Selectmen Zacher presented an estimate for the replacement of the roof with metal roofing which was \$3652. The estimate also included and repairs from rot damage. Mr. Ciccarone asked how the roof would be installed. For example, will it be placed over the existing shingles? He explained his opinion on how a metal roof should be installed. The Selectmen thanked him for the information and Selectmen Zacher will speak with the contractor regarding the procedure for installation.

Lights in the Maintenance Shed- Selectmen Robischeau spoke with Electrician Bob Sonricker. He stated the lights in the shed are outdated and in need of replacement since it would be very difficult to find the correct bulbs to replace the existing bulbs. It is also more efficient to install new lights. The estimate for the lights was \$600. The Selectmen agreed to replace the lights. Also, the bell tower lights are now working.

Internet Use Policy- A copy of the Town of Wakefield's Internet Use Policy was obtained. Selectmen Nelson is looking into obtaining a few more Town's policies before drafting our own policy. In the meantime, Selectmen Nelson will be contacting the chairman of each Board to give them the password for obtaining wireless internet, for Town use only. Each chairman will be responsible for allocating the password.

- **New Business**- *None*

Meeting adjourned at 7:30 pm

Respectfully Submitted,

Jessica Robisbeau
Administrative Assistant