



SELECTMEN'S MEETING MINUTES

January 10, 2017

Meeting called to order at 6:30pm.

ATTENDANCE: Selectman Rich Zacher, Selectman Bill Nelson, Selectman Brian Robischeau, Laurie Champy, Marilou MacLean, Rose Zacher, Diana Peckham, Tom Hill, Brad Williamson, Ed Nason, Ed Comeau, Tom Lavender, Dianne Smith, Beryl Donovan

- **Scheduled Speaker:** Beryl Donovan from Gafney Library was invited by the Selectmen to speak about the library and their \$14,000 funding request for 2017. She stated the increase in requested funding was due to anticipating an increase in programs and staff hours, and to allow for merit increases for staff. She offered funding data from similar towns for comparison. She stated the library records currently indicate approximately 200 Brookfield residents are library cardholders. There were members of the public in attendance to show their support of the library.
- **Approval of Minutes:**

***MOTION:** Selectman Nelson made a motion to accept meeting minutes from December 27, 2016 as presented, Selectman Robischeau seconded, motion carries.*

- **Forest Fire Warden:** Brad Williamson was present to speak of his budget request that supported his 5 year plan. The details of the request and plan were reviewed. The Selectmen will draft 2 Warrant Articles to be voted on at Town Meeting. Both Warrant Articles are for expendable Trusts, one for Forest Fire equipment and the other for building a utility building.
- **Treasurer:** Marilou MacLean gave account balances.

Marilou stated the final paychecks for December are written and she will be writing the final checks for bills Wednesday. She will be working on payroll tax reports, W-2 and 1099 reports and plans to complete them within the next couple of weeks. She will also submit the MS-61 form to the State.

- **Tax Collector:** Diana Peckham reported approximately 86% of taxes are collected from the second issue bill of 2016.

She stated that the books are balanced and closed for 2016. She will be supplying necessary paperwork to the Treasurer. Prior to closing out the books for the year, Diana stated she called Profile Bank to request the amount of the previous deposit and to verify if all the checks had cleared. She was told by the bank that her name should be added on the forms to authorize release of such information. The Selectmen acknowledge her need to access this information and made the following motion:

MOTION: Selectman Robischeau made a motion stating that the Selectmen will have Laurie draft a letter to Profile Bank to add Diana (Peckham) and Rose (Zacher) on the account for informational purposes only, all 3 Selectmen and Marilou, Treasurer, as signers of the account, will then sign the letter. Selectman Nelson seconded, all in favor, motion carries.

Selectman Zacher stated that the Selectmen received mail from DRA which indicated they hadn't received a tax commitment letter from the Town as required. Diana stated in the past she had received a physical packet requesting this information and this year she did not receive any correspondence from them. The Selectmen suggested she call fellow tax collectors and DRA as it was possible a process change had been made.

Diana gave a brief history of her salary since 1986 and stated that her prior pay increase was in 2004. Her current salary is \$12,500 annually and she requested her salary be increased to \$14,000 annually. The Selectmen will put her request in a Warrant Article for voting on by the taxpayers in March. They will include a Warrant Article for the Town Clerk to increase her annual salary to \$14,000.

- **Administrative Assistant:** Laurie Champy stated that she has already received 4 responses from the email she issued requesting article submissions for the Annual Report. An editing session is scheduled for the beginning of February.
- **Planning Board:** Ed Comeau stated that the Planning Board has changed their regular meeting date from Thursday the 19th to Friday the 20th. There will be a Public Hearing in addition to the regular Planning Board meeting.
- **Cemetery Trustees:** Tom Hill reported that the Trustees will be meeting Thursday the 12th at 7pm at the Town Office building.
- **Old Business:** The Budget Planning process continued.

Dianne Smith asked the Selectmen to consider adding hours for the Administrative Assistant to work on additional projects, as assigned by the Selectmen, outside of the scope of her regular duties. The Selectmen agreed to add 50 hours to her budget.

The Selectmen scheduled a Public Budget and Warrant Article Hearing for January 31st at 7pm at the Town Office building. Laurie Champy will work on a submission tomorrow to be published in the Granite State News.

Upon reviewing the NHMA calendar, it was mentioned that the timeframe to sign up with the Town Clerk to run for an open position within the Town is January 25th – Feb 03rd. According to a website post from the Town Clerk as read by Laurie, the town currently has the following positions open for election:

- (1) Selectman 3 year term
- (1) Cemetery Trustee 3 year term
- (1) Trustee of Trust Fund 3 year term
- (1) Supervisor of Checklist 5 year term
- (2) Planning Board 3 year term
- (1) Auditor 2 year term

Checks and bills were reviewed and signed.

The meeting was adjourned at 8:42pm.

The next regular Board of Selectmen meeting is scheduled for January 24th at 6:30pm at the Town Office Building.

Respectfully Submitted,

Laurie M. Champy
Administrative Assistant