



SELECTMEN'S MEETING MINUTES

April 12, 2016

ATTENDANCE: Selectman Brian Robischeau, Selectman Rich Zacher, Laurie Champy, Marilou MacLean, Rose Zacher, Ed Nason, Dianne Smith, Tom Hill

- **Scheduled speaker:** Nancy Uada from NH Rx Card, a non-government prescription assistance program, presented information and explained how Brookfield residents could benefit from the use of this program. She stated there will not be any cost to the Town and that the program is available for anyone to participate in. She left cards at Town Office for people to use as desired. There will be a link on the Town website for access to additional information about the program.
- **Approval of Minutes:**

***MOTION:** Selectman Robischeau made a motion to accept meeting minutes from April 02, 2016 as drafted, Selectman Zacher seconded, all in favor, motion carries.*

- **Treasurer:** Marilou MacLean gave account balances. Marilou stated that she completed the US Government census form. Marilou stated she is working on the T.A.N. (tax anticipation note) application with Meredith Village Savings Bank. The bank is requesting copies of the audits performed on the Treasurer, Town Clerk and Tax Collector. Laurie Champy, one of the auditors, will supply the copies to her. Marilou stated that she had a 30 minute interview seeking insurance coverage with Primex, she will be supplying them with copies of reports as requested. Marilou presented the MS-535 form to the Selectmen for signatures. Marilou offered to accept responsibility for the future submission of forms that historically the town has paid an external vendor an annual fee of approx. \$600 to perform this task. Marilou stated she is waiting for a couple of financial forms, one from the Town Clerk and the other from the Trustees of the Trust Funds, once received she will upload to the portal.
- **Tax Collector:** Rose Zacher presented information on 6 different properties to the Selectmen that were candidates for deeding to the town for nonpayment of taxes.

***MOTION:** Selectman Zacher made a motion stating that they were not going to deed the Marquis or the two Weeks' property for 1 year because they have a payment plan, Selectman Robischeau seconded, all in favor, motion carries.*

***MOTION:** Selectman Robischeau made a motion to extend out the deeding process to May 13, 2016, on the following properties, Deschamps, Nordin and West River Road, LLC, Selectman Zacher seconded, all in favor, motion carries.*

- **Conservation Commission:**

***MOTION:** Selectman Robischeau made a motion to accept the recommended appointees to the Conservation Commission, Selectman Zacher seconded, all in favor, motion carries.*

Tom Hill stated that there will be a Town cleanup day April 23rd. There will be a sign-up sheet at the Town House Saturday morning, trash bags and gloves will be provided.

- **Heritage Commission:**

***MOTION:** Selectman Zacher made a motion to follow the recommendation of the Heritage Commtee that appointed Marilou MacLean for another 3 years, Selectman Robischeau seconded, all in favor, motion carries.*

Marilou stated that the Heritage Committee will be a meeting on April 20th at the Schoolhouse.

Selectman Zacher read a letter from the Supervisors of the Checklist which stated that Jessica Robischeau was appointed as a Supervisor, effective April 01, 2016, her term will expire 2017.

- **Administrative Assistant:** Laurie Champy presented paperwork from her meeting with Brad Williamson regarding the 2016 listing of Deputy Fire Wardens that will be submitted for the State's records. The Selectmen signed acknowledging the recommendation that Michael Moore, Todd C. Nason, Janet Williamson, and Richard Zacher will be listed as Deputy Fire Wardens.
- **Code Enforcement:** Ed Nason presented 2 Intent to Excavate permits for signatures from the Selectmen, one for Map 30 Lot 3, and the second for Map 11 Lot 1.
Ed Nason presented 2 Intent to Cut permits for signatures from the Selectmen, one for Map 4 Lot 8 and the second for Map 4 Lot 10.
Ed Nason mentioned that he has received an application for a yurt. He brought this information forward to the Selectmen so they could meet with him individually or as a group to discuss specifics and determine if this structure meets all of the building code requirements.
- **Road Agent:** Ed Nason stated that the majority of the weight limit road signs have been removed. Ed is meeting with the paving contractor for Stoneham Rd tomorrow. He stated that he has removed the plow and is setting up for spring grading on the roads. He has been working on cleaning ditches and culverts.
- **Cemetery Trustees:** The Cemetery Trustees will be meeting on April 14th at 7pm at the Town Office Building.
- **Trustees of the Trust Funds:** The Trustees will be meeting on April 14th at 6:30pm at the Town Office Building.
- **Old Business:** The Selectmen's breakfast will be Sat, April 23rd from 7:30a-9:30a at the Town House Building.

- Ed Nason stated that he followed up on the telephone pole count that was in question from the previous meeting. He stated that the count was correct for the licenses that were applied for, however, there are a number of poles that have been installed without request. He also noted that the location of some of the newly installed poles caused some property disturbance. Selectman Robischeau will contact town counsel and request a letter be drafted to Eversource regarding the above issues. Selectman Zacher asked Selectman Robischeau to also have counsel verify that the language used in the current license is sufficient. Ed Nason suggested that there be a penalty, similar to the building permits, that if the work is started prior to approval then the amount owed is doubled. The contract for the electrical work on the Town House to be performed by Dame Electric has been reviewed and revised internally. The contract has since been accepted, signed and returned by Dame Electric. Dame has submitted the required insurance binders and the work will begin shortly, following the Selectmen's breakfast.

MOTION: Selectman Robischeau made a motion to accept Dame's proposal for the work on the Town House as drafted and reworked, Selectman Zacher seconded, all in favor, motion carries.

Ed Nason returned Selectman Robischeau's Town House key that he had previously borrowed.

MOTION: Selectman Zacher made a motion to accept the recommendation from Avitar for Map 24 Lot 1, for a Veteran's abatement, Selectman Robischeau seconded, all in favor, motion carries.

AMENDMENT TO ABOVE MOTION: Selectman Robischeau made a motion to accept the recommendation by Avitar to DENY the abatement request for Map 24 Lot 1, (it was initially misread as a Veteran's exemption) Selectman Zacher seconded, all in favor, motion carries.

The meeting was adjourned at 7:51pm.

The next regular Board of Selectmen meeting is scheduled for May 10th at 6:30pm at the Town Office Building.

CORRECTION: The next regular Board of Selectmen meeting is scheduled for **April 26th** at 6:30pm at the Town Office Building.

Respectfully Submitted,

Laurie M. Champy
Administrative Assistant