



SELECTMEN'S MEETING MINUTES

Jan 12, 2016

ATTENDANCE: Selectman Brian Robischeau, Selectman Rich Zacher, Selectman Bill Nelson, Laurie Champy, Mariou Maclean, Rose Zacher, Ed Nason, Dianne Smith, Tom Hill

- **Scheduled Speaker:** Mr. Mark Stengel presented to the Selectmen a proposed warrant article for signature of receipt. The Selectmen will have the Town Clerk verify the validity of the signatures on the petitioned warrant article and will contact Mr. Stengel should they have any questions. As suggested by Ed Nason, Selectman Robischeau read aloud the proposed warrant article.

- **Approval of Minutes:**

***MOTION:** Selectman Nelson made a motion to accept meeting minutes as presented from 12/21/2015, Selectman Zacher seconded, all in favor, motion carries.*

- **Treasurer:** Marilou Maclean gave account balances. Marilou stated that she would need a motion to be made by the Selectmen tonight. She stated she has received two cash donations, one for \$200, and another in the amount of \$350. She stated that the donations are to be held in the General Fund and are to be used for work on the new cemetery during the 2016 year. She stated she will track the funding.

***MOTION:** Selectman Nelson made a motion to deposit the money in the General Fund, Selectman Zacher seconded, all in favor, motion carries.*

Marilou Maclean also stated she needs a signature on the 60W form from DRA, the form states that due to Brookfield having a population of less than 750 people, we are entitled to perform our own internal audits and are not required to hire an external auditor.

She stated that W-2 and 1099 forms should be available at the next BOS meeting.

She also stated that there have been numerous changes made in the labor law posters she purchased 3 years ago and she requested permission to purchase new ones, she expects the cost to be around \$40. The Selectmen authorized this purchase.

Marilou stated that she used Charter Trust to transfer monies to the Trustees of the Trust Funds.

- **Administrative Assistant:** Laurie Champy stated that she has issued emails requesting submissions for the Annual Report with a response deadline of Feb 01.

Laurie presented information that was received from NH Public Works Mutual Aid, after discussion between the Selectmen and Ed Nason, it was determined that it was not necessary or beneficial to become members of this group.

- **Planning Board:** Selectman Robischeau stated that the Planning Board is scheduled to meet this Thursday for a Public Hearing and Selectman Zacher added that the Board will be working on warrant articles following the hearing.
- **Code Enforcement:** Ed Nason presented one Intent to Cut, Map 26 Lot 18, to the Selectmen for signature.
- **Road Agent:** Ed Nason stated that several roads have been gravel patched including Lyford, Stoneham, Robinson, Tucker and a portion of Brice Dive.
Mr. Nason stated that a copy of the signed contract with Holden Construction was scanned and emailed to them, he is currently awaiting the results from the site work performed by them at the bridge on Moose Mountain Road. Marilou Maclean will be issuing Holden Construction a check in the amount of \$3,000 as agreed upon in the contract.
Ed Nason also stated that Mr. Libby, from the State, will be making contact to schedule a meeting with the Selectmen to discuss the scheduled bridge work on Governor's Road.
- **Cemetery Trustees:** Tom Hill stated that there is a meeting scheduled for Sat Jan 16th at 9am at which time they will be discussing creating Trust Funds as well as warrant articles.
- **Old Business:** Selectman Robischeau stated he will determine whether or not the existing sandwich board parts are satisfactory to use when he is working at the town office on Sat Jan 30th.
- **New Business:** Selectman Robischeau stated that a non- specific inquiry was received from a Brookfield resident pertaining to the conditions of the winter roads. Selectman Robischeau spoke of the need to obtain further specific information in order to look into the situation properly. Laurie Champy stated that she had tried to send the resident an email but it was bounced back, she stated that she also called him and left a message but hasn't heard anything further. Selectman Robischeau advised for any future concerns that citizens should get in touch with the Selectmen and/or Ed Nason to voice their concerns.
The Selectmen had a discussion about the previous budget meeting at which time Brad Williamson requested the Selectmen write warrant articles for a new forestry truck and a new building. At that meeting Selectman Zacher stated he would look into the wording of a warrant article from approx. 1991 to verify if it would support funding the possible purchase of a new forestry truck. Selectman Zacher stated that the warrant article specifically stated that it was for funding the acquisition of town road maintenance equipment, its intent would not support funding fire equipment. Selectman Zacher stated that after his research, he can no longer support writing the warrant articles proposing a new forestry truck. Selectman Nelson expressed concerns about the message that would be sent to the public concerning moving funds. Selectman Zacher stated that he recommends placing \$1 in the budget and at the town meeting if the people want to change it, they would have the ability. The Selectmen concluded that Mr. Williamson should obtain the required signatures for a citizen's petition should he decide to proceed with his requested articles for the forestry truck as well as a new building.

Selectman Zacher agreed to speak with Brad Williamson about this decision change, as requested by Selectman Robischeau.

MOTION: Selectman Zacher made a motion to go into nonpublic session per RSA 91-A:3, II (a), compensation of any public employee, Selectman Nelson seconded, all in favor, motion carries.

Roll call: Selectman Zacher, yes, Selectman Robischeau, yes, Selectman Nelson, yes,

MOTION: Selectman Robischeau made a motion to come out of nonpublic session,
Roll call: Selectman Nelson, yes, Selectman Zacher, yes, Selectman Robischeau, yes,
Selectman Zacher seconded, all in favor, motion carries.

There weren't any minutes taken for this nonpublic session. Selectman Robischeau stated that they were discussing wages for appointed town employees, agreed upon wage rates for 2016 are listed below:

Cleaning person: \$100/mo with two incentive bonuses of \$150ea
George Nick, Assistant to CEO: \$13.50/hr
George Nick, Administrative Assistant to Planning Board: \$15/hr
Jennifer McKown, Deputy Town Clerk: \$13.50/hr
Jessica Robischeau, Assessor Clerk: \$16/hr
Laurie Champy, Administrative Assistant: \$15/hr
Lynn Watts, Welfare Officer: \$15/hr
Rose Zacher, Deputy Tax Collector: \$13.50/hr

Selectman Nelson made a suggestion that they raise the wage rate for Jennifer McKown and Rose Zacher to \$14/hr, Rose Zacher stated she did not want a raise.

MOTION: Selectman Zacher made a motion to accept those rates, Selectman Nelson seconded, Selectman Robischeau abstained due to a conflict with his wife, motion carries.

Selectman Robischeau signed the proposal from Tri State Fire Protection.

The Selectmen signed two Land Use Change Tax Warrants, one for Map 6 Lot 1, in the amount of \$3,500 and the other for Map 28 Lot 2, in the amount of \$8,500.

There was a review of the upcoming deadlines as listed in the calendar from NHMA to insure we would be in compliance with the requirements per RSA. The events scheduled on the dates below were the result of this review:

Final Budget Meeting, Monday January 18th at 6:30pm, Town Office Bldg
Notice in newspaper for public hearing by Jan 25th for publication on Jan 28th
Public Hearing for budget and warrant articles, Feb 04th at 6:30pm, Town Office Bldg
Regular BOS meeting changed from Feb 09th to begin shortly after hearing ends, Feb 04th, Town Office
Presidential Primary, Feb 09th, 8am-7pm, Town Office Bldg

Town Election Polls, March 08th, 11am-7pm, Town Office Bldg
Town Meeting, March 8th at 7:30pm, Townhouse Bldg

Selectman Robischeau stated he is hopeful to have drafts of the warrant articles completed and circulated by the weekend for internal review.

Selectman Robischeau stated that the Town Clerk received a poster containing historic photos of original ballot boxes in NH. Selectman Robischeau will look into pricing for having this poster framed in hopes of displaying it in the Townhouse for the annual town meeting.

Meeting adjourned 7:46 pm.

There will be a special budget meeting on Jan 18, 2016 at 6:30pm at the Town Office Bldg
The next regular Board of Selectmen meeting is scheduled for Jan 26, 2016 at 6:30pm.

Respectfully Submitted,

Laurie M. Champy
Administrative Assistant