



SELECTMEN'S MEETING MINUTES

May 23, 2017

Meeting called to order at 6:30pm.

ATTENDANCE: Selectman Rich Zacher, Selectman Brian Robischeau, Selectman Rick Surette, Marilou MacLean, Laurie Champy, Ed Nason, Ed Comeau, Dianne Smith, Rose Zacher, Bill Letsky

- **Scheduled Speaker:** Bill Letsky from Virtual Town Hall, the town's website hosting company, was in attendance to speak about the advantages and differences of upgrading to their new platform called Responsive Design. He stated it is well used and known software, user friendly, and allows for ease of use with smartphones and tablets. The total cost including training and website design migrate is \$4,500; this cost could be spread out over 3 years, if desired. He stated it would be a 2-3 month process to complete the transition. The annual maintenance fee would remain the same.

The Selectmen agree to revisit this topic during the next budget season. No decision made.

- **Approval of Minutes:**

MOTION: Selectman Robischeau made a motion to accept the meeting minutes from May 09, 2017 as drafted. Selectman Surette seconded, all in favor, motion carries.

- **Treasurer:** Marilou MacLean stated the town currently has \$503,759.37 in the bank. By July she expects to pay out \$510,765 to the school district and \$70,138 to the town of Wakefield.

Selectman Zacher read aloud a letter from the school district requesting that June's payment be made by June 15 and the July payment to be made in the first week of the month. The letter also noted there is a 17% cost increase for the upcoming school year.

Marilou stated that tonight she is submitting bills in the amount of \$124,898.85. She is anticipating paying \$193k+ next month for the school district and the town of Wakefield, and another \$125k+ in July for the school district.

Marilou presented forms from Meredith Village Savings Bank related to the Conservation and Heritage Commission Accounts. Marilou will supply the signed forms to the bank of Friday.

Dianne Smith asked about the \$1,500 discrepancy discussed at a previous meeting. Excerpt below taken from May 09, BOS meeting minutes:

Marilou provided an updated town budget that shows expense/income reflective through the end of April. Marilou pointed out that she expects the phone/internet budget expense line will be \$1,500 over budget at years' end. This line item was only budgeted for \$1,500; the expense for Virtual Town Hall, the website hosting company, is \$1,500 annually. The phone/internet expense will also need to go under this line item.

It was realized following the May 09 meeting that there is a separate line item for Virtual Town Hall and there wouldn't be a financial shortage.

Marilou presented a check for signature, prepared for Holden Engineering, in the amount of \$13,250. Laurie will mail this check along with the previously signed contract tomorrow.

- **Tax Collector:** Rose Zacher stated the tax bills are ready to be mailed upon completion of the Newsletter.
- **Administrative Assistant:** Laurie Champy stated she is working on the Newsletter and is hopeful to have it complete tomorrow.

Laurie stated that the Selectmen from Middleton had offered an available date to meet with Selectman Surette for the Perambulation. Selectman Surette stated he will contact them to coordinate a date as he was unavailable for the date suggested.

Ed Comeau asked if it was necessary to appoint someone to participate in the Perambulation in the event a Selectman could not attend. Later, in the meeting he followed up with a reference to RSA 51:2 which states: "51:2 Perambulation of Town Lines. – The lines between the towns in this state shall be perambulated, and the marks and bounds renewed, once in every 7 years forever, by the selectmen of the towns, or by such persons as they shall in writing appoint for that purpose." The Selectmen thanked him for the information.

- **Planning Board:** Ed Comeau stated at their recent meeting on the 18th they discussed a Master Plan as well as 3 major items pertaining to zoning; cell towers, wind energy, and sustainable energy.
- **Code Enforcement:** Ed Nason presented an Intent to Cut for signature on Map 45 Lot 4.

Mr. Nason presented Warrants to collect taxes on 2 Gravel pits in town, one for Map 30 Lot 3, and the second for Map 11 Lot 1.

- **Road Agent:** Ed Nason stated he graded Lyford, Robinson and Tumbledown Dick Roads; he will begin dust control methods the beginning of next week.

Following Dig Safe marking the area, he will begin working on the layout on Brice Drive in preparation for paving. Ed stated he will patch the area on Moose Mountain Road, as discussed at a previous meeting, while working on Brice Drive. The Selectmen requested that Laurie mail a letter to the residents of Brice Drive informing them of the upcoming construction and potential traffic flow changes.

The Selectmen and Mr. Nason coordinated a timeframe to complete the property tour. The BOS meeting on the June 13 will begin early at 6pm to allow time for the tour of the Salt Shed.

Mr. Nason presented an invoice for compensation for his monthly phone stipend.

There was discussion about the request from the Royle family to install a gate or other means of blocking access between their field and the town land. It was agreed it should be the responsibility of the Royle property owners to block access if desired.

- **Heritage Commission:** Marilou MacLean stated the Heritage meeting has been changed to June 14 at 7pm. She extended an invitation for attendance. Resulting from the recent property tour, one of the topics of this meeting will be discussing the need to remove old bricks that remain onsite.

Marilou reminded everyone that the Annual BBQ will be on August 12 at the Townhouse.

- **Cemetery Trustees:** Selectman Zacher stated that work had begun by laying out and marking Section A in the new cemetery. Due to the weather, there is a concern that they may not be able to plant the trees as planned.
- **Old Business:** Ed Comeau stated he was satisfied with the documentation, as provided by Selectman Robischeau, resulting from his 91-a request.

Neither Selectmen Zacher or Surette were able to receive additional quotes from contractors for the roof work for the Town Office building.

The need to replace the hot water heater in the Town Office building was also discussed. It is not currently leaking.

Dianne Smith suggested the Selectmen expand their search area outside of Brookfield when seeking quotes for projects.

- **New Business:** Selectmen Zacher and Surette recently attended a class and learned some Boards and Committees are required to have specific Rules and Procedures in place. The Board of Selectmen is not required to meet this regulation and agree as a Board not to define specific Rules and Procedures to follow.

It was mentioned that the Trustees of the Trust Funds should be aware of the RSA's requiring ongoing education for managing funds.

Selectman Surette stated he received a call from a student at Kingswood Regional High School looking to fulfill his required number of hours of community service. Selectman Robischeau offered to call a Guidance Counselor at the school and work toward coordinating community service hours to be performed in Brookfield. A question of liability was asked, Selectman Robischeau stated the town is covered by insurance due to volunteerism.

Selectman Zacher stated he will call the accounting firm, Plodzik & Sanderson, P.A., for an update on the progress of the review of the town financial books.

Selectman Zacher gave a reminder that the deeding process by the Tax Collector will begin soon as a motion that was made previously allowed delaying deeding until 05/31/17.

A notice was received from the State of NH declaring that the Town Clerk passed her audit.

The next school board meeting is scheduled for June 05, 2017.

Each bill to be paid was read indicating the payee and amount due.

MOTION: Selectman Robischeau made a motion to accept bills as read on record. Selectman Surette seconded, all in favor, motion carries.

Meeting adjourned at 8:04pm.

The next regular scheduled Selectmen's meeting is June 13 at 6:30pm at the Town Office building.

Respectfully submitted,

Laurie M. Champy
Administrative Assistant