



## SELECTMEN'S MEETING MINUTES

July 12, 2016

*Meeting called to order at 6:30pm.*

**ATTENDANCE:** Selectman Rich Zacher, Selectman Bill Nelson, Selectman Brian Robischeau, Laurie Champy, Marilou MacLean, Rose Zacher, Tom Hill, Dianne Smith, Ed Comeau

A moment of silence was held for the Dallas Police Department.

- **Approval of Minutes:**

***MOTION:** Selectman Robischeau made a motion to accept meeting minutes from June 28, 2016 as drafted, Selectman Zacher seconded, all in favor, motion carries. Selectman Nelson abstained as he was not present for the June 28 meeting.*

- **Treasurer:** Marilou MacLean gave account balances. Marilou stated that she is working on a cash flow sheet to provide to the Trustees of the Trust Funds. This information will assist them as they explore options for investing monies that are currently not earning any interest.

Marilou stated that she has submitted the insurance forms and will contact Primex via email to confirm coverage as of July 01, 2016.

Marilou requested the purchase of 4 new tables for use in the Townhouse, the Selectmen agreed to wait on this purchase due to budgeting.

- **Tax Collector:** Rose Zacher stated that the first half of the 2016 tax bill, due July 01, is owed \$75,000+/- and the overall total monies owed to the town, including all years, is \$186,681.43.
- **Administrative Assistant:** Laurie Champy stated that all codes and passwords have been removed from the common office copy machine as discussed at the previous BOS meeting.
- **Planning Board:** There was a special Planning Board meeting held Thurs, July 7<sup>th</sup> for the exclusive purpose of signing the plats of a Lot Line Adjustment as proposed by Zip Tie LLC.
- **Conservation Commission:** Tom Hill stated that at the previous CC meeting, Wendy Scribner was present and they discussed future uses for land the Town will be taking title to. Tom also spoke about an available Moose Plate Grant from which the Town could possibly receive significant funds from for the management of this new land. The deadline for application submission is Sept 15<sup>th</sup>. The grant review

board will be looking at the application to determine if this is something suitable for the town to pursue. Further information can be found at [www.scc.nh.gov](http://www.scc.nh.gov). There will be a special Board of Selectmen meeting held on July 19<sup>th</sup> at 7pm to explore this opportunity. The public is invited to attend.

The Conservation Commission meeting for August has been canceled. The next meeting is scheduled for Sept. 7<sup>th</sup> at 6pm.

- **Heritage Commission:** Marilou stated that there will be a Heritage meeting on July 20<sup>th</sup> at 7pm. The Heritage Commission will be working on plans for the Bar-B-Q that is scheduled for Aug 13<sup>th</sup>.
- **Cemetery Trustees:** Selectman Nelson stated that site work at the new cemetery began today. The next Cemetery Trustee meeting is Thurs, July 14<sup>th</sup>.

As requested by the Cemetery Trustees and required by RSA 289:6I, the Selectmen appointed Tom Hill as a Cemetery Trustee alternate member.

***MOTION: Selectman Robischeau made a motion to accept the suggested alternate candidate, Tom Hill, Selectman Nelson seconded, all in favor, motion carries.***

- **Old Business:** The new desktop computer and monitor for the Administrative Assistant have been ordered.

Selectman Robischeau stated that Attorney Jae Whitelaw forwarded the language for the pole licenses. Selectman Robischeau will speak with Jae further to discuss the proper procedure for implementing the new process.

Selectman Nelson stated he made 3 propane bid requests for the 2016-2017 season. The 2 responses that were received were reviewed by the Selectmen with the following decision made:

***MOTION: Selectman Robischeau made a motion to give Selectman Nelson authority to contact Rymes and lock in the contract rate as quoted (\$1.199) within \$0.05 of that rate, Selectman Zacher seconded, all in favor, motion carries.***

Selectman Zacher spoke about the placement of monuments on Brice Drive and the plans for determining the future travel way location. The Selectmen agreed to meet with the Road Agent on site and determine the travel way with the use of the map as agreed upon in the Court settlement. The Selectmen will notice the Stengle's and the Russo's of this meeting, the date is yet to be determined. The Selectmen are undecided if they will have monuments placed. Selectman Nelson will look into a timeframe for the placement of the monuments so they will have the information should they choose to pursue placement.

In preparation for the upcoming Primary on Tues., Sept 13<sup>th</sup>, the Selectmen requested signs be made for directing voters to the correct area for voting. Laurie Champy reviewed a quote she received from Brad Williamson. The Selectmen agreed to order the 4 necessary signs through him.

***MOTION: Selectman Zacher made a motion to go with Brad's bid, to include arrows, delivery by August 15<sup>th</sup>, to include stands, Selectman Robischeau seconded, all in favor, motion carries.***

As requested by a citizen, Selectman Zacher contacted NHMA to question keeping tax & lobby monies separate. A response was received from Ms. Judy Silva, Executive Director of NHMA, stating that they are abiding by the law as stated in RSA 31:8-a.

Selectman Zacher stated that the title search on the Hunter land has been completed and that they purchased title insurance. The Selectmen agreed to schedule the closing on the land prior to Sept. 15<sup>th</sup>.

Selectman Zacher stated that the chandelier for the Townhouse has been delivered and the sconces have been installed. Selectman Zacher spoke with the electrician about the need to install motion activated lighting on the exterior of the Town office building.

Selectman Zacher spoke with the plumber and the electrician about options for replacing the aging hot water heater in the Town office building. No decision made.

- **New Business:** The Selectmen signed the Request for Proposal from the Assessor Clerk that is due to be sent out to various appraisal companies.

The Selectmen received a request for signature on 4 warrants for Land Use Change Tax. There were 4 lots, 2 acres each that were removed from Current Use status due to a break in the continuity of the land when 1 lot sold. The 4 lots are known as Map 18 Lot 4 Sub H, K, L, & M.

An abatement recommendation was received from Avitar on Mr. Woodward's property, located at 491 Wentworth Rd. Upon reviewing data from Mr. Woodward pertaining to 5 similar properties, as well as conducting an internal inspection, Avitar reduced the assessed value of the property to \$180,200.

***MOTION: Selectman Zacher made a motion to follow Avitar's recommendation on the Woodward property, Map 24 Lot 1, Selectman Robischeau seconded, all in favor, motion carries.***

- **Correspondence:** A letter was received from Tri County Community Action thanking the Town of Brookfield for its contribution.

The Selectmen received a request from the Town Clerk seeking approval for a 2 night stay in North Conway. In the past, the Selectmen have agreed to approve 1 nights lodging. Selectman Zacher will speak with Virginia regarding this issue.

Checks and bills were reviewed and signed.

The meeting was adjourned at 7:44pm.

The next regular Board of Selectmen meeting is scheduled for July 26<sup>th</sup>, at 6:30pm at the Town Office building. There will be a special BOS meeting held on July 19, 2016 at 7pm.

Respectfully Submitted,

Laurie M. Champy  
Administrative Assistant