



SELECTMEN'S MEETING MINUTES

January 08, 2019

ATTENDANCE: Selectman Brian Robischeau, Selectman Rick Surette, Selectman Rich Zacher, Laurie Champy, Marilou MacLean, Ed Comeau, Ed Nason, Rose Zacher, Dianne Smith, Tim Straz, Craig Evans

- **Scheduled Speaker:** Planning Board Member Tim Straz presented the findings of the Master Plan survey. The results will be available for public viewing.
- **Approval of Minutes:**

MOTION: *Selectman Surette motioned to accept the minutes from December 18, 2018 as published. Selectman Zacher seconded, all in favor, motion carries.*

- **Public Comments:** Rose Zacher questioned the dates and locations of Town Election and Town Meeting. The Town Election will take place on Tuesday, March 12 at the Town Office Building from 12-6pm, Town Meeting will follow at 7pm in the Town House Building.

Dianne Smith stated she attended the Governor Wentworth Regional School District Budget Hearing and observed on the presented proposed budget a \$0.42 increase for Fiscal Year 2020. She added they are holding a deliberative session Saturday morning on February 02. She stated she presented them with 2 Petition Warrant Articles, one for the creation of a district budget committee and another for a 2% tax cap on the local tax burden in aggregate for the school district.

- **Treasurer:** Marilou MacLean stated she prepared paychecks and payments for finalizing 2018. She will produce 1099's and W-2's in the near future
- **Administrative Assistant:** Laurie Champy stated she has received a couple of responses from her request for Annual Report submissions. She gave a response deadline of January 15.
- **Planning Board:** The Planning Board has scheduled a Public Hearing for the Warrant Article from the Selectmen on Thursday, January 17 at 6:30pm at the Town Office Building.
- **Code Enforcement:** Ed Nason reported the landowner of a recently granted Intent to Cut Permit is challenging his billed timber tax amount from the Town. Mill slips have been supplied to Ed; he will be reviewing them with DRA's Timber Tax Appraiser, Rick Evans.

- **Road Agent:** Ed Nason reported the Town still has a good supply of salt/sand.

Upon Selectmen request, Ed reviewed/explained plowing protocol.

Ed expected a return phone call from Peter Holden for further review of the supplied plans for the Moose Mountain Road bridge. He will call him again.

- **Heritage Commission:** Marilou MacLean stated their next meeting is scheduled for January 19 at the Town Office Building at their new meeting time of 6pm.

Marilou stated she received the Copyright Registration Certificate to Carolyn Chase's book, *Our Yesterdays*.

Marilou requested and was granted permission from the Selectmen to purchase and hang a state flag.

- **Archives:** Craig Evans presented a proposal for Warrant Article for funding the restoration of Town Record Book #7.

Craig explained he is working on a multi-town binding project and suggested an increase in budget for Brookfield to be able to participate. The larger the project the cheaper per piece it will be. He suggested binding together multiple years' editions of the Annual Report. The Selectmen increased the Archive budget \$500.

- **Trustees of the Trust Funds:** Selectman Zacher reported they will be meeting this Thursday at 6pm at the Town Office Building.
- **Old Business:** Three proposals have been received for residing the Town House Building. The Selectmen will meet in person with the third contractor to review the details of his proposal before making a decision.
- **New Business:** Parking lot/walkway snow and ice removal at the Town Office Building was discussed with focus on access during regular office hours. Selectman Robischeau stated that Hayden Robischeau will perform the bulk of the shoveling, with the plow crew assisting with shoveling a quick path into the building in the event of morning office hours, and Hayden will complete the remaining paths/ramps following the storm.
- **Zoning Board of Adjustment:** At a May 2017 meeting a special exception was granted for the installation of a solar ray on Governor's Road. The condition of installing a screened view has not been met. A reminder letter from the ZBA will be given to the homeowner through the Code Enforcement Officer.

MOTION: *Selectman Zacher motioned to enter nonpublic session following RSA 91-A:3 II(c). Selectman Robischeau seconded, all in favor, motion carries.*

Roll Call: Selectman Zacher, yes. Selectman Robischeau, yes. Selectman Surette, yes.

Nonpublic session entered at 7:16pm

MOTION: Selectman Robischeau motioned to leave nonpublic session. Selectman Surette seconded, all in favor, motion carries.

Public session convened at 7:46pm.

MOTION: Selectman Zacher motioned to seal the minutes for 1 year. Selectman Surette seconded, all in favor, motion carries.

Roll Call: Selectman Robischeau, yes. Selectman Surette, yes. Selectman Zacher, yes.

Budget work commenced.

Rose Zacher resigned her position with the Supervisors of the Checklist. She offered to aid in training a replacement.

The Selectmen increased the Election Officials salary to \$16/hr and the Ballot Clerks to \$11/hr.

The Selectmen will meet with Ed Nason and perform a road review. This will be scheduled and posted.

The Code Enforcement Officer submitted a salary increase request from \$5,000/yr. to \$10,000/yr. The Selectmen agree to bring the budget line item to \$10,000 but not increase his salary at this time. They need data to support the request; they will research how/what other towns are paying and will make a future determination.

The Selectmen scheduled the Public Budget/Warrant Article Hearing for Tuesday, February 12 at 6pm at the Town Office Building; the BOS meeting will begin following the Hearing. Laurie will post the Hearing Notice in the Granite State News.

Dianne Smith requested the Selectmen to consider the provisions of RSA 31:98-a which allows for the establishment of a contingency fund to meet the costs of unanticipated expenses, not to exceed 1% of the amount appropriated by the town for town purposes during the preceding year.

The following salary rates were determined and read aloud by Marilou:

Administrative Assistant \$19/hr

Deputy Town Clerk \$16/hr

Welfare Officer \$16/hr

Archival Assistant \$16/hr

Deputy Tax Collector \$16/hr

CEO Assistant \$17/hr

Assessor Clerk \$16/hr

Ballot Clerk \$11/hr

MOTION: Selectman Zacher made a motion to accept those numbers for salaries for this coming year. Selectman Robischeau seconded, all in favor, motion carries.

- **Mail/Bills:** A notification was received from Eversource indicating that they will trim all utility ROW's in Brookfield in 2019.

Each bill to be paid was read, by Marilou MacLean, indicating the payee and amount due.

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

Meeting adjourned at 9:09pm.

The next Selectmen's meeting is scheduled for January 22, 2019 at 6:30pm in the Town Office Building.

Respectfully submitted,

Laurie M. Champy
Administrative Assistant