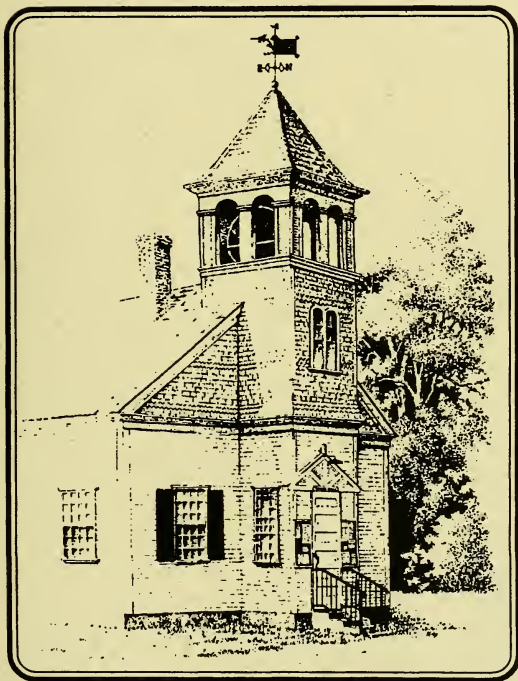


4
368
2003

ANNUAL REPORTS OF THE TOWN OFFICERS

BROOKFIELD NEW HAMPSHIRE 2003



For the fiscal year ending December 31, 2003
Vital Statistics for 2003

2003 Town Report Errata

Page 22

Incorrect	Correct
\$193,928.98	\$183,928.98
\$188,033.17	\$188,033.88

44
B868
2003

**2003
Annual Report
Dedication**

This, our 209th annual Town Report, is dedicated to all the men and women serving in the armed services.

Your dedication, commitment and sacrifice is recognized and appreciated by the residents of Brookfield.

Town Cane Recipient

Virginia Wentworth was presented the Brookfield Town Cane by Chairman Robert Russo on November 14, 2003. The cane, a 1986 reproduction of the original Boston Post Cane, is presented to the oldest full time Brookfield resident who has lived in town for a minimum of 5 years. Along with the cane, Mrs. Wentworth was presented with a certificate of achievement recognizing "Brookfield's most senior resident". Reginald Wentworth, Virginia's late husband, was the first recipient of the "new" town cane in 1986.

The Town Cane is on display in the Town Office Building.

**Annual Reports
of
The Town Officers**

**Brookfield
Carroll County
New Hampshire
2003**

For the fiscal year ending December 31, 2003

Vital Statistics for 2003

Emergency Telephone Number

911

Fire
Police
Ambulance

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List of Town Officials

<u>Position</u>	<u>Individual</u>	<u>Term Expires</u> (E=Elected A=Appointed)
Selectmen	Robert F. Russo, Chairman	2004 - A
	Robert C. Leonard	2006 - E
	William G. Nelson Sr., Vice-chair	2005 - E
	Robert Heinlein	resigned 3/03
Admin. Asst.	Lynn C. Seaboyer	A
Auditors	Elizabeth J. Tozier	2004 - E
	Harlan N. Tozier	2004 - A
	Gerald J. Ciccarone, Jr.	resigned 1/04
Ballot Clerks	Claire C. Donahue	2005 - A
	Earlene W. Leonard	2005 - A
	Elizabeth J. Tozier	2005 - A
	Harlan N. Tozier	2005 - A
Board of Adjustment	James R. Martin, Chairman	2006 - A
	William D. Gaver	2005 - A
	Daniel R. O'Neill	2006 - A
	Christopher C. Pinkham, Vice-chair	2004 - A
	Paul Tremblay	2005 - A
	Jay L. Badger, Alternate	
	Claire C. Donahue, Alternate	
	Samuel English, Alternate	
	Craig F. Evans, Alternate	
	Dena L. Tremblay, Secretary	
Board of Assessors	Selectmen	
	Nyberg, Purvis & Associates. LLC	
	Pamela P. Frazier, Clerk	A
Building Inspector	Robert C. Leonard	A
Cemetery Trustees	Frank F. Frazier, Jr., Chairman	2006 - E
	James E. Whittemore	2004 - E
	Harriet K. Wilson	2005 - E
Code Enforcement Off.	Robert C. Leonard	A
Conservation Commission	Richard L. Peckham, Chairman	2006 - A
	C. Warren Broderick	2004 - A
	Sherry Bryant	2005 - A
	Claire C. Donahue, Vice-chair	2005 - A
	Douglas W. Vanderpool	2006 - A
	Robert F. Russo	Select. Rep.
	Lynn Kirby, Alternate	
	Virginia A. McGinley, Alternate	
	Charlotte B. Colman	resigned 5/03
	Pamela P. Frazier	resigned 5/03
	Christopher C. Pinkham	resigned 5/03

Emergency Mgt. Dir.	Bradford N. Williamson	A
Forest Fire Wardens	Douglas W. Vanderpool, Warden	2004 - A
	Helen P. Baker	2004 - A
	Jack B. Baker	2004 - A
	Edwin C. Coolbroth	2004 - A
	Todd Nason	2004 - A
	Bradford N. Williamson	2004 - A
	Janet S. Williamson	2004 - A
Health Officer	Dr. Willam M. Marsh	A
Moderator	Richard L. Peckham	2004 - E
Planning Board	Ronald S. Murray, Chairman	2005 - E
	David M. Dansereau	2006 - E
	Anne M. Martin, Vice-chair	2004 - E
	Richard L. Peckham	2006 - E
	Ronald Prior	2004 - E
	Walter P. Tierney	2005 - E
	William G. Nelson, Sr.	Select. Rep.
	Charlotte B. Colman, Alternate	
	Frank F. Frazier, Jr., Alternate	
	Michael C. McLaughlin, Alternate	
Road Agents	Edward D. Nason, Alternate	
	Dena L. Tremblay, Secretary	
	RJ Evans and Sons	A
	Adeline H. Russo, Chairperson	2006 - E
	Gloria F. Duffy	2008 - E
Supervisors of Checklist	Nancy E. Jacobson	2004 - A
	Jean Albro	resigned 7/03
Tax Collector	Diana J. Peckham	2004 - E
	Claire C. Donahue, Deputy	A
Town Clerk	Virgina A. McGinley	2004 - E
	Claire C. Donahue, Deputy	A
Treasurer	Daniel R. O'Neill	2004 - E
Trustees of Trust Funds	Martha A. Pike, Chairperson	2006 - E
	Bernard Cerrone	2004 - E
	Christopher C. Pinkham, Vice-chair	2005 - E
Animal Control Officer	Henry Blanton	
Fire Chief	Todd Nason	
Police Chief	Timothy Merrill	

Selectmen's Hours

Tuesday 6:30 P.M. to 8:30 P.M. alternate weeks
Town Office Building
522-3688

Town Clerk's Hours

Monday 1:00 P.M. to 8:00 P.M.
Town Office Building
522-3688

Tax Collector's Hours

Second and Fourth Friday 9:00 A.M. to 2:00 P.M.
Town Office Building
522-3688 or 522-6551 (H) by Appointment

Assessor's Hours

Monday 2:00 P.M. to 5:00 P.M.
Town Office Building
522-3688

Planning Board's Hours

Second Monday of each month
7:30 P.M. to 9:30 P.M.
Town Office Building
522-3688

Conservation Commission's Hours

First Wednesday of each month
4:00 P.M.
Town Office Building
522-3688

Code Enforcement Officer's Hours

By Appointment
522-3656

Town Meeting March 13, 2003

Warrant Articles - Results

<u>Art. No.</u>	<u>Results</u>
1	Incoming officials as voted on ballot
2	By ballot: 111 Yes - 36 No
3	By ballot: 116 Yes - 30 No
4	By ballot: 120 Yes - 27 No
5	Approved as read
6	By ballot: 72 Yes - 10 No
7	Tabled
8	By ballot: 49 Yes - 34 No
9	By ballot: 42 Yes - 38 No
10	By hand count: 35 yes - 28 No
11	Tabled
12	Amended to \$3,000 and approved as read
13	Voted as read
14	Voted as read
15	Voted as read
16	Tabled
17	Voted as read
18	Voted as read
19	Voted as read
20	Voted as read
21	Voted as read
22	Voted as read
23	Amended to sum of \$10,000 and approved as read
24	Voted as read
25	Voted as read
26	Voted as read
27	Voted as read
28	Amended total sum to be appropriated to \$471,070 and approved as amended

Town Warrant

State of New Hampshire

To the inhabitants of the Town of Brookfield in the County of Carroll in said State, qualified to vote in Town Affairs:

You are hereby notified to meet at the Town House in said Brookfield on Tuesday the ninth of March, next, to act upon the following articles 1 through 3 by official ballot. The polls will be open from 1:00 p.m. to 6:00 p.m.

And you are hereby further notified to meet at the Town House in said Brookfield on the same day, beginning at 7:00 p.m., to act upon the following articles 4 to 19.

1. To choose all necessary Town Officers for the coming year. (By Ballot)
2. Are you in favor of the adoption of Amendment No.1 as proposed by the Planning Board for the Town Zoning Ordinance as follows: Amend Article II, B to make it clear that dwellings are not permitted in the Recreational Zone? (By Ballot)
3. Are you in favor of the adoption of Amendment No.2 as proposed by the Planning Board for the Town Zoning Ordinance as follows: Add to Article III - General Provisions, new paragraph "J. Any use not specifically permitted is prohibited." (By Ballot)
4. BY PETITION: "To see if the Town of Brookfield will vote to name the road formerly known as Old Governor's Road and Lyford Road, "Old Governor's Road", for its entire length from Route 109 to Route 109." (Majority vote required)
5. BY PETITION: "To see if the Town of Brookfield will vote to keep the name of Old Governors Road for the road that runs from Route 109 until it rejoins Route 109." (Majority vote required)
6. BY PETITION: "We the undersigned submit this article to be placed on the warrant for the next Town Meeting. We request that any and all action concerning the re-naming of Old Governors Road in Brookfield N.H. cease and that, for the public safety, the town enforce the street numbering ordinance." (Majority vote required)

7. BY PETITION: "We the undersigned, request that the road from 26 Cottle Hill Road to the Wolfeboro/Brookfield line be changed from a Class VI Road to a Class V Highway to Summer Cottages. This would mean that from 26 Cottle Hill Road to the Wolfeboro/Brookfield line, the Town of Brookfield would maintain the road from April 11 to December 9 each year." (Majority vote required)
8. To see if the town will vote to raise and appropriate the sum of \$11,000 to compensate the Tax Collector for services performed in 2004. The selectmen recommend this appropriation. (Majority vote required)
9. To see if the Town will vote to discontinue the Landfill Closure Fund created in 1992. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the municipality's general fund. (Majority vote required)
10. To see if the Town will vote to raise and appropriate the sum of \$38,003 for the purpose of paying off note #09420836 with Bank NH. Payoff amount includes principal and interest as of 4/1/2004. The Selectmen recommend this appropriation. (Majority vote required)
11. To see if the town will vote to raise and appropriate the sum of \$50,000 to be added to the Road & Bridge Repair Capital Reserve Fund. The selectmen recommend this appropriation. (Majority vote required)
12. To see if the town will vote to raise and appropriate the sum of \$30,000 for repairs to Tumbledown Dick Road and authorize the withdrawal of \$30,000 from the Road & Bridge Repair Capital Reserve Fund. The selectmen recommend this appropriation. (Majority vote required)
13. To see if the town will vote to raise and appropriate the sum of \$750 to be added to the expendable general fund known as the Records Preservation Fund. The selectmen recommend this appropriation. (Majority vote required)
14. To see if the town will vote to raise and appropriate the sum of \$500 to be added to the expendable general fund known as the Scholastic Recognition Award Fund. The selectmen recommend this appropriation. (Majority vote required)
15. To see if the Town will vote to raise and appropriate the sum of \$5,000 for the Expendable General Fund known as the Town Buildings Maintenance Fund. The selectmen recommend this appropriation. (Majority vote required)

16. To see if the Town will vote to raise and appropriate the sum of \$5,000 for the Capital Reserve Fund known as the Town Road Equipment Maintenance Fund. The selectmen recommend this appropriation. (Majority vote required)
17. To see if the Town will vote to raise and appropriate the sum of \$11,000 for the Expendable General Fund known as the Property Revaluation Fund. The selectmen recommend this appropriation. (Majority vote required)
18. To see if the town will vote to authorize the selectmen to borrow money in anticipation of the 2004 Taxes. (Majority vote required)
19. To see if the town will vote to raise and appropriate the selectmen's recommended sum of \$454,792 for the operating budget. Said sum does not include special or individual articles addressed. (Majority vote required)

NOTES:

2004 Operating Budget

(Warrant Articles NOT Included)

GENERAL GOVERNMENT

Executive	12,500
Election, Registration & Vital Statistics	14,200
Financial Administration	18,960
Revaluation of Property	21,000
Legal Expense	18,000
Personnel Administration	5,686
Planning & Zoning	9,866
Buildings	11,100
Cemeteries	500
Insurance	2,500
Regional Associations	100
Other	2,250

PUBLIC SAFETY

Police / Fire / Ambulance	126,177
Forestry	1,000
Building Inspection	4,500
Emergency Management	6,200

HIGHWAYS & STREETS

Highways & streets	100,000
Street Lighting	150

SANITATION

Solid Waste Collection - Haz Mat	250
Solid Waste Disposal	59,186

HEALTH

Pest Control	1,500
Health Agencies / Hospitals	3,642

WELFARE

Administrative & Direct Assistance	3,500
Vendor Payments	2,000

CULTURE & RECREATION

Library - Gafney	6,500
Patriotic Purposes	150

CONSERVATION

Administration	585
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DEBT SERVICE

Principal	20,000
Interest	2,790

TOTAL

\$ 454,792

Town Budget - 2004

(Warrant Articles Included)

<u>Account Purpose</u>	<u>2003 Approp.</u>	<u>2003 Actual</u>	<u>WA#</u>	<u>2004 Proposed</u>
GENERAL GOVERNMENT				
Executive	15,500	11,425		12,500
4130.1 Selectmen's - Salary		6,000		6,000
4130.1 Board Secretary - Salary		1,313		1,500
4130.3 Board Expenses		3,415		4,000
4130.5 Public Notices		543		800
4130.8 Mod. Sal. & Town Mtg. Exp.		154		200
Registration, Vital Statistics	11,000	12,021		12,300
4140.1 Town Clerk - Salary - Town Clerk		6,552		7,000
4140.1 - Salary - Deputy Clerk		1,397		1,200
4140.3 Expenses		3,447		3,400
4140.6 Dues & Workshops		625		700
Election		686		1,900
4141.1 Election Admin. - Salaries		497		1,700
4141.5 - Public Notices		189		200
Financial Administration	32,000	33,704		29,960
Treasurer				
4151.1 Treasurer - Salary		2,000		2,000
4151.3 Expenses		1,030		300
4151.6 Dues & Workshops				
Tax Collector				
4152.1 Tax Collector - Salary & Fees		16,215	8	11,000
4152.1 - Salary - Deputy		586		500
4152.3 - Expenses		1,865		700
4152.3 - Software		1,200		1,500
4152.6 - Dues & Workshops		70		800
Assessor/Assessor Clerk				
4153.1 Assessor/Clerk - Salary		4,880		5,500
4153.1 - Salary-Timber Monitor		1,510		1,500
4153.3 - Clerk / T.M. Expenses		622		650
4153.3 - Software		1,200		2,000
4153.6 - Dues & Workshop		567		600
4153.8 - Tax Map Maintenance		750		1,500
Trustees of the Trust Funds				
4154.1 Trustees of Trust Fund - Salary		870		870
4154.3 - Expenses/Dues		28		200
Auditing				
4155.1 Auditing - Salary		300		300
4155.3 - Expenses		11		40
Evaluation of Property	2,500	25,690		21,000
4160.1 2005 Re-Evals (Internal) -Salary		2,690		3,000
4160.3 Software		11,000		

<u>Account</u>	<u>Purpose</u>	<u>2003</u> <u>Approp.</u>	<u>2003</u> <u>Actual</u>	<u>2004</u> <u>WA# Proposed</u>
4160.3	2005 Re-Evals (External)		12,000	18,000
	Legal Expenses -	18,000	11,990	18,000
4165.1	Selectmen	6,000	3,412	7,000
4165.2	Planning Board	6,000	5,827	6,000
4165.3	ZBA	6,000	2,751	5,000
	Personnel Administration	4,000	4,862	5,686
4170.1	FICA		4,177	5,000
4170.2	Workers Comp. Ins.		685	686
	Planning and Zoning	6,000	3,926	9,866
	Planning Board			
4191.1	Planning - Sect. Salary		1,079	2,400
4191.3	Expenses		363	550
4191.4	Planning & Development		306	4,000
4191.5	Public Notices		956	956
4191.6	Dues & Workshops		597	1,360
	ZBA			
4192.1	ZBA - Sect. Salary		265	600
4192.3	Expenses		1	0
4192.5	Public Notices		359	0
4192.6	Dues & Workshops			0
	Buildings	9,000	12,584	11,100
4194.1	Cleaning - Salary		300	300
4194.3	Repairs		786	1,000
4194.3	Maintenance		3,311	1,000
4194.4	Fuel/Electric		6,639	7,200
4194.4	Telephone		1,548	1,600
4195	Cemeteries	250	100	500
4196	Insurance	3,500	2,351	2,500
4197	Regional Association	100	0	100
	Other General Government	12,500	73	2,250
4199.3	Contingency	12,000	0	2,000
4199.4	Archival	500	73	250
	Public Safety	118,225	105,815	126,177
4211.3	Fire/Police/Ambulance	118,225	105,815	126,177
	Forestry	1,000	0	1,000
4225.3	Forestry Inspections	1,000	0	1,000
	Building Inspection	3,000	4,131	4,500
4240.1	Code Enforcement Officer - Salary	3,000	4,131	4,000
4240.3	- Expenses			500
	Emergency Management	3,050	2,599	6,200
4290.1	Emergency Management	500	0	700
4290.2	Forest Fire Control	300	-25	0
4290.3	Forest Fire Management	1,250	2,624	2,500
4290.4	Dry Hydrants	1,000	0	3,000
	HIGHWAY & STREETS	110,000	108,869	100,000
4312.1	Road Maint. - Labor/Equip.		41,268	33,000
4312.1	Road Maint. Mat. - Gravel, Calcium		14,596	7,500

<u>Account</u>	<u>Purpose</u>	<u>2003</u> <u>Approp.</u>	<u>2003</u> <u>Actual</u>	<u>2004</u> <u>WA# Proposed</u>
4312.3	Snow Removal - Labor/Equipment		43,278	50,000
4312.3	Snow Removal Sup. - Sand & Salt		6,943	7,000
4312.5	Town Truck Expenses		2,636	2,500
4312.6	Shop		148	
4316	STREET LIGHTING	200	105	150
	SANITATION	69,478	52,894	59,436
4323.1	Solid Waste Haz-Mat	250	0	250
4323.2	Solid Waste Disp.	64,228	52,061	59,186
4323.3	Sewage Treatment	5,000	833	
	HEALTH	1,200	983	1,500
4414.1	Animal Control - Salary	1,200	983	1,500
	HEALTH AGENCIES & HOSP.	1,937	1,937	3,642
4415.1	Huggins Hospital	500	500	500
4415.2	C. C. Mental Health	400	400	358
4415.3	VNA-Hospice	345	345	2,092
4415.4	Meals on Wheels	450	450	450
4415.5	Red Cross	242	242	242
	DIRECT ASSISTANCE	7,000	3,379	5,500
4445.1	Vendor Payments	4,000	379	2,000
4445.2	Tri-County CAP	3,000	3,000	3,500
	CULTURE & RECREATION	50	0	0
4520.2	Wakefield Arts Coun.	50	0	0
4550	Library - (Gafney)	7,200	7,200	6,500
4583	Patriotic Purposes	150	155	150
4611	CONSERVATION	510	366	585
	DEBT SERVICE	23,720	23,720	60,793
4711.1	Principal	20,000	20,000	20,000
4711.2	Interest	3,720	3,720	2,790
	Note Prepayment			10 38,003
	CAPITAL OUTLAY	20,000	20,027	30,000
4903	Buildings	20,000	20,027	
4909	Tumbledown Dick Repairs			12 30,000
	TRANSFER TO CAP. RESERVE	10,000	10,000	55,000
4915.1	Road Equipment	5,000	5,000	16 5,000
4915.4	Rd. & Bridge Repair	5,000	5,000	11 50,000
	TRANSFER TO EXPEND TRUST	37,501	37,501	17,250
4916.1	Records Preservation Fund	1	1	13 750
4916.2	Building Maint. Fund	6,000	6,000	15 5,000
4916.4	Scholastic Fund	500	500	14 500
4916.5	Mutual Aid Fund	1,000	1,000	0
4916.6	Property Revaluation Fund	25,000	25,000	17 11,000
4916.7	Town Cemetery Fund	5,000	5,000	0
TOTAL APPROPRIATIONS		\$528,571	\$499,093	\$606,045

<u>Account</u>	<u>Source of Revenue</u>	<u>2003 Approp.</u>	<u>2003 Actual</u>	<u>2004 WA# Proposed</u>
	TAXES			
3120	Land Use Change		2,000	10,000
3185	Yield Taxes	10,000	8,814	8,000
3187	Excavation Taxes	250	164	150
3189	Other Taxes			
3190	Interest & Penalties	5,000	7,961	5,000
	Licenses, Permits, Fees			
	UCC Filing & Cert.			
3220.1	Motor Vehicle Permits	90,000	109,005	100,000
3220.2	Motor Vehicle Fees to Town Clerk		2,315	
3230	Building Permits	7,500	15,773	12,000
3290	Other Lic. & Permits	1,800	2,413	1,500
3291	Planning & ZBA		1,288	
	From State/Fed. Gov.			
3351	Shared Revenue	2,500	5,212	5,212
3352	Rooms & Meals Tax	15,000	18,944	15,000
3353	Highway Block Grant	22,425	22,425	22,523
3359	Other			
	Misc. Revenue			
3501.1	Sale of Municipal Prop.		40,606	0
3501.2	Sale of Books, Mugs etc.		433	100
3501.3	Copies		1,007	500
3501.4	Regs		31	0
3502	Interest on Investment	3,500	4,799	4,000
3508.2	Other		100	0
3508.3	LCHP Grant	10,000	10,000	0
	INTERFUND OP TRANS IN			
3915.2	Landfill Closure Fund			9 89,000
3915.4	Road & Bridge Repair			12 30,000
3916.1	Cemetery Trusts		105	
3916.3	Building Maint. Fund	10,000	12,402	
3916.5	Property Revaluation		25,610	21,000
3934	Other Financial Sources			
	Voted from Fund Bal.	10,000	10,000	
	Total Revenues	\$187,975	\$301,407	\$323,985
	Total Appropriations	\$528,571	\$499,093	\$606,045
	Total Revenue	\$187,975	\$301,407	\$323,985
	Amt. Raised by Taxes	\$340,596	\$197,686	\$282,060

Treasurer's Report

January 1, 2003 to December 31, 2003

During 2003, the Town bought property and yield taxes in the amount of \$29,002.20. This amount is not included in the following reports as either revenues or expenditures. Any portions of those liens that have been redeemed are reflected in the reports.

Once again the Town did not need to borrow any money in anticipation of taxes. This continues to be a great saving to the Town in interest payments and to me and the Selectmen in the form of paperwork.

The Town made its second annual payment on the \$100,000 bond used for Brookfield's portion of the Wakefield Public Safety Building. Three annual payments remain.

Reminder: there will be a \$25.00 fee charged for any check returned by the bank for insufficient funds. Payment of the fee and the check must be made in cash or by certified check or money order.

The following reports are true summaries taken from the books of the Treasurer for the period January 1, 2003 through December 31, 2003 and are complete to the best of my knowledge and belief.

Respectfully submitted,
Daniel R. O'Neill
Treasurer

CASH BOOK ACCOUNTS

Bank of New Hampshire (general checking)

Balance - January 1, 2003	\$387,058.55
Deposits	\$1,446,440.88
Interest Earned	\$4,799.03
Expense refunds	<u>\$5,765.92</u>
	\$1,844,064.38

Paid by Selectmens' Orders	<u>(\$1,244,146.50)</u>
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Checking Balanace - December 31, 2003	\$599,917.88
Town Clerk's Petty Cash	\$75.00
Amount held in escrow	<u>\$6,031.12</u>
TOTAL CASH	<u><u>\$606,024.00</u></u>

DETAILED REPORT OF REVENUES

January 1, 2003 through December 31, 2003

REVENUE FROM TAXES

3110.01 · Prop Tax	
3100.03 · Overpayment Refunds	-1,230.75
3110.02 · Returned Checks	173.50
3110.01 · Prop Tax - Other	1,103,204.73
3115 · Lien Redemptions	17,165.80
3120 · LAND USE CHANGE TAX	2,000.00
3185 · YIELD TAXES	8,813.91
3187 · EXCAVATION TAX	<u>163.98</u>

TOTAL FROM TAXES

\$1,130,291.17

PENALTIES AND INTEREST

3190.1 · Interest and Cost	25.00
3190.3 · Penalties on Late Land Use	355.00
3190.4 · Yield Tax Interest	59.75
3190.5 · Prop Tax Interest	3,738.26
3190.6 · Lein Interest	<u>3,782.92</u>

TOTAL FROM PENALTIES AND INTEREST

\$7,960.93

REVENUE FROM FEES AND PERMITS

3220 · MOTOR VEHICLE PERMIT FEES	111,319.50
3230 · BUILDING PERMITS	15,773.00
3290.1 · Dog Licenses	1,313.50
3290.3 · Marriage Licenses	45.00
3290.5 · Land Fill Permits	146.00
3290.6 · Vital Stats	108.00
3290.7 · UCC's	235.00
3290.9 · Other	<u>565.50</u>

TOTAL FROM FEES AND PERMITS

\$129,505.50

PLANNING & ZBA

\$1,288.11

REVENUE FROM OTHER GOVERNMENTS

3351 · SHARED REVENUE BLOCK GRANT	5,212.00
3352 · ROOMS & MEALS TAX DIST	18,943.50
3353 · HIGHWAY BLOCK GRANT	<u>22,425.18</u>

TOTAL FROM OTHER GOVENMENTS

\$46,580.68

REVENUE FROM OTHER SOURCES

3501 · SALE OF MUNICIPAL PROPERTY	
3501.1 · Sale of Town Owned Property	40,606.24
3501.2 · Books + Mugs, Copies, Etc.	1,471.05
3502 · INTEREST ON INVESTMENTS	4,799.03
3508 · CONTRIBUTIONS AND DONATIONS	100.00

3508.3 · L Chip Grant	<u>10,000.00</u>	
TOTAL FROM OTHER SOURCES		\$56,976.32
TRANS FROM TRUST & AGENCY		
3916.1 · Turst & Agency Funds	105.00	
3916.3 · Building Maint Fund	12,402.20	
3916.5 · Property Re-Evaluation	<u>25,610.00</u>	
TOTAL FROM TRUST & AGENCY		<u>\$38,117.20</u>
GRAND TOTAL OF REVENUES		\$1,410,719.91

DETAILED REPORT OF EXPENDITURES

January 1, 2003 through December 31, 2003

4130 · EXECUTIVE

4130.130 · Salary - Selectmen

Heinlein, Robert	500.00
Leonard, Robert C	1,500.00
Martin, James	500.00
Nelson, Sr., William	2,000.00
Russo, Robert	1,500.00

4130.131 · Salary Secretary

Seaboyer, Lynn C	1,312.50
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4130.310 · Board Expenses

3,415.48

4130.500 · Public Notice - Selectmen

543.00

4130.800 · Moderator & Town Meeting

153.90

Total Eexecutive

\$11,424.88

4140 · REGISTRATION, VITAL STATISTICS

4140.110 · Salary - Town Clerk

McGinley, Virginia	6,552.00
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4140.120 · Salary - Deputy Town Clerk

Donahue, Claire C	1,397.14
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4140.300 · Expenses

381.10

4140.600 · Town Clerk Functions

3,690.88

4141 · ELECTION

4141.100 · Salary - Election/Registration

Albro, Jean E	74.68
Blomster, George	5.15
Blomster, Marian	5.15
Donahue, Claire C	33.48
Duffy, Gloria	70.81

Jacobson, Nancy	27.04	
Kerkam, Carol	5.15	
Leonard, Earline	28.33	
McGinley, Virginia	56.65	
Peckham, Richard	23.18	
Peirce, Amanda	5.15	
Russo, Adeline H	125.66	
Tozier, Elizabeth	36.05	
4141.500 · Public Notice - Elect	<u>189.29</u>	
<u>Total Registration and Election</u>		\$12,706.89
4150 · FINANCIAL ADMINISTRATION		
4151 · TREASURER		
4151.110 · Salary - Treasurer		
O'Neill, Daniel R.	2,000.00	
4151.300 · Expenses	1,030.90	
4152 · TAX COLLECTOR		
4150.110 · Salary - Tax Collector		
Peckham, Diana	16,214.73	
4152.120 · Salary - Deputy		
Donahue, Claire C	586.25	
4152.320 · General Expenses	1,864.83	
4152.360 · Software	1,200.00	
4152.600 · Dues & Workshops	70.00	
4153 · ASSESSOR / ASSESSOR CLERK		
4153.112 · Salary - Assesor Clerk		
Frazier, Pamela	4,880.00	
4153.120 · Salary - Timber Monitor		
Leonard, Robert C	1,510.00	
4153.320 · Expense - Clerk	621.65	
4153.340 · Software	1,200.00	
4153.600 · Dues & Workshops	567.00	
4153.800 · Tax Map Maintenance	750.00	
4154 · TRUSTEES OF TRUST FUNDS		
4154.100 · Salary - Trustees		
Cerrone, Bernard	200.00	
Pike, Martha	470.00	
Pinkham, Christopher	200.00	
4154.300 · Expenses	27.74	
4155 · AUDITING		
4155.100 · Salary - Auditing		
Tozier, Elizabeth	150.00	
Frazier, Pamela	150.00	

4155.300 · Expenses	<u>10.91</u>	
<u>Total Financial Administration</u>		\$33,704.01
4160 · REVALUATION OF PROPERTY		
4160.100 · Salary - Re-Eval		
Frazier, Pamela	2,690.00	
4160.360 · Software	11,000.00	
4160.390 · Re-Evaluations External		
Nyberg, Purvis & Associates	<u>12,000.00</u>	
<u>Total Revaluation of Property</u>		\$25,690.00
4165 · LEGAL EXPENSES		
4165.1 · Legal - Selectmen	3,412.58	
4165.2 · Legal - Planning Board	5,826.79	
4165.3 · Legal - Zonning	<u>2,750.75</u>	
<u>Total - Legal Expenses</u>		\$11,990.12
4170 · PERSONNEL ADMINISTRATION		
4170.1 · Benifits - FICA	4,177.21	
4170.2 · Workers Compensation Ins	<u>685.27</u>	
<u>Total Personnel Administration</u>		\$4,862.48
4191 · PLANNING AND ZONING		
4191.110 · Salary - Secretary		
Tremblay, Dena	1,078.63	
4191.300 · Expenses	362.93	
4191.400 · Plannning and Development		
Ronald S. Murray, Tape Recorder	35.00	
Paul M. Darbyshire Associates, Plan revisions	271.00	
4191.500 · Public Notices		
Salmon Press LLC	865.75	
Foster's Daily Democrat	90.26	
4191.600 · Dues & Workshops		
Strafford Reg. Plan. Comm., Yearly dues	579.45	
Ronald S. Murray, OSP Conference	18.00	
4192 · ZBA		
4192.100 · Salary - Secretary		
Tremblay, Dena	265.07	
4192.300 · Expenses	1.15	
4192.500 · Public Notices		
Salmon Press LLC	<u>358.50</u>	
<u>Total Planning and Zoning</u>		\$3,925.74
4194 · GENERAL GOVERNMENT BUILDINGS		
4194.100 · Salary - Cleaning		
DeBow, Eleanor	300.00	
4194.320 · Repairs		

Al Doak	230.00	
Currie DeBow	120.00	
Irving Cash Fuels	309.89	
Longmeadow Supply	27.83	
Middleton Building Supply, Inc	98.40	
4194.330 · Maintanance		
A. J. Foss Inc	500.00	
Brookfield Contracting LLC	2,380.00	
Interiors Plus	45.48	
Leonard, Robert C	386.00	
4194.410 · Fuel / Electric		
Eastern Propane	1,358.72	
Irving Cash Fuels	3,572.05	
PSNH	1,707.82	
4194.420 · Telephone Expense	<u>1,547.91</u>	
<u>Total General Government Buildings</u>		\$12,584.10
4195 · CEMETERIES		
Currie DeBow		\$100.00
4196 · INSURANCE		\$2,351.10
4199 · OTHER GENERAL GOVT		
4199.400 · Archival		
Craig F. Evans	72.50	
4199.500 · Scholarship Reimb. by Trustees of Tr. Funds	0.00	
<u>Total Other General Government</u>		\$72.50
4210 · PUBLIC SAFETY		
4211.300 · Police - Fire - Ambulance	Town of Wakefield	\$105,815.00
4240 · BUILDING INSPECTION		
Leonard, Robert C		\$4,131.00
4290 · EMERGENCY MANAGEMENT		
4290.2 · Forest Fire Control		
Reimbursement of cost	-25.00	
4290.3 · Forest Fire Management		
Crowell's Towing & Repair	1,313.25	
General Services Administration	909.33	
Longmeadow Supply	179.64	
Ossipee Mountain Electronics	88.25	
Treasurer State of New Hampshire	<u>133.55</u>	
<u>Total Emergency Management</u>		\$2,599.02
4312 · HIGHWAYS AND STREETS		
4312.10 · Paving and Reconstruction		
4312.11 · Road Agent, RJ Evans & Sons	41,267.96	
4312.12 · General Rd. Materials		

All States Asphalt, Inc	3,280.00	
Dow Sand & Gravel	9,684.35	
New Hampshire Correctional Industries	171.00	
North Country Lumber, Inc	475.00	
Ossipee Aggregates	84.34	
Pike Industries, Inc	748.00	
RJ Evans & Sons	88.00	
State of New Hampshire	65.70	
4312.30 · Snow and Ice Control		
4312.32 · Road Agent, RJ Evans & Sons	43,277.88	
4312.33 · Materials		
Granite State Minerals	1,058.42	
Morton International	2,139.80	
Osgood	237.50	
Ossipee Aggregates	<u>3,507.07</u>	
<u>Total Highways and Streets</u>		\$106,085.02
4312.50 · TOWN TRUCK EXPENSE		
DiPrizio GMC Trucks	392.55	
E. W. Sleeper Co	936.86	
Sanbornville Auto Supply	15.30	
Treasurer State of New Hampshire	536.15	
Wolfeboro Auto Parts	<u>754.76</u>	
<u>Total Town Truck</u>		\$2,635.62
4312.60 · SHOP		
Sanbornville Auto Supply	78.26	
Merriam-Graves Corp	<u>70.00</u>	
<u>Total Shop</u>		\$148.26
4316 · STREET LIGHTING - PSNH		\$104.93
4323 · SANITATION		
4323.2 · Solid Waste Disposal, Town of Wakefield	52,061.00	
4323.3 · Sewage Treatment, Town of Wakefield	<u>833.00</u>	
<u>Total Sanitation</u>		\$52,894.00
4411 · HEALTH		
4414 · ANIMAL CONTROL		
Henry Blanton	804.85	
4414.300 · Expense		
Henry Blanton	177.87	
4415 · HEALTH AGENCIES AND HOSPITALS		
4415.1 · Huggins Hospital	500.00	
4415.2 · Carroll County Mental Health	400.00	
4415.3 · VNA Hospice	345.00	
4415.4 · Meals on Wheels	450.00	

4415.5 · Red Cross	<u>242.00</u>	
<u>Total Health</u>		\$2,919.72
4445 · WELFARE - VENDOR PAYMENTS		
4445.1 · PSNH	379.00	
4445.2 · Tri-County Cap-Sr Meals	<u>3,000.00</u>	
<u>Total Welfare - Vendor Payments</u>		\$3,379.00
4550 · LIBRARY		
Gafney Library, Inc.		\$7,200.00
4583 · PATRIOTIC PURPOSES		
Flags		\$155.00
4611 · CONSERVATION		
4611.1 · Admin & Purch Nat. Rscr		
Postage & Supplies	82.19	
Moose Mountain Regional Greenways	50.00	
NH Associaton of Conservation Commisssion	<u>234.00</u>	
<u>Total Conservation</u>		\$366.19
4711 · DEBT SERVICE		
4711.1 · Principal	20,000.00	
4711.2 · Interest	<u>3,720.00</u>	
<u>Total Debt Service</u>		\$23,720.00
4900 · CAPITAL OUTLAY		
4903 · Buildings		
Brookfield Contracting LLC	19,950.00	
Carroll County Registry of Deeds	<u>77.20</u>	
<u>Total Capital Outlay</u>		\$20,027.20
4915 · TRANSFER TO CAPITAL RESERVE		
4915.1 · Road Equipment	5,000.00	
4915.4 · Road & Bridge Repair	<u>5,000.00</u>	
<u>Total Transfer to Capital Reserve</u>		\$10,000.00
4916 · TRANSFER TO EXPENDABLE TRUST		
4916.1 · Records Preservation	1.00	
4916.2 · Building Maint. Fund	6,000.00	
4916.4 · Scolastic	500.00	
4916.5 · Mutual Aid	1,000.00	
4916.6 · Re-Evaluations	25,000.00	
4916.7 · Town Cemetary	<u>5,000.00</u>	
<u>Total Transfer to Expendable Trust</u>		\$37,501.00
4931 · TAXES PAID TO COUNTY		\$64,778.00
4933 · TAXES PAID TO SCHOOL, GWRSD		<u>\$642,683.00</u>
<u>GRAND TOTAL OF EXPENSES</u>		\$1,206,553.78
<u>NET INCOME</u>		<u>\$204,166.13</u>

Town Clerk's Report

January 1, 2003 - December 31, 2003

Automobile Permits

Remitted to the Treasurer	\$110,071.50
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Dog Licenses

Licenses	1,125.50	
Penalties	188.00	
Remitted to Treasurer		\$1,313.50

Municipal Agent Fees

Remitted to Treasurer	\$2,315.00
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Miscellaneous

Filing Fees	4.00	
Landfill Permits	146.00	
Vital Statistics Copies	108.00	
Marriage Licenses	45.00	
UCC'S, Searches	235.00	
Wetland - Pole Petition	25.00	
Town History	360.00	
Zoning Regs.	31.00	
Craft Fair	13.05	
Bidder Packets	50.00	
Tax Cards	565.00	
Town Maps	342.00	
Remitted to Treasurer		\$1,924.05

Total Income

\$115,624.05

Respectfully submitted,
Virginia McGinley
Town Clerk

Tax Collector's Report

Summary of Tax Accounts

Fiscal Year Ended December 31, 2003

	LEVIES		
	2003	2002	2000
- DEBITS -			
Uncollected Taxes			
Property Taxes		\$193,928.98	
Yield Tax		744.73	
Taxes Committed this Year			
Property Taxes	\$1,058,103.00		
Land Use Change Tax	2,000		
Yield Taxes	8,078.30		
Excavation Tax	163.98		
Overpayment			
Property Taxes	\$14.35		
Interest & Costs	648.67	3,360.17	
<u>TOTAL DEBITS</u>	<u>\$1,069,008.30</u>	<u>\$188,033.17</u>	

- CREDITS -			
Remitted to Treasurer			
During FY	2003	2002	2000
Property Taxes	\$920,059.79	\$155,944.17	
Land Use Change Tax	2,000		
Yield Taxes	8,069.18	744.73	
Interest & Costs	648.67	3,360.17	
Excavation Tax	163.98		
Conversion to Lein		27,200.76	
Abatements Made			
Property Taxes		784.05	
Uncollected Taxes-End of Yr			
Property Taxes	\$138,043.21		
Yield Tax	9.12		
Other Payments	14.35		
<u>TOTAL CREDITS</u>	<u>\$1,069,008.30</u>	<u>\$188,033.88</u>	

		<u>LEVIES</u>			
		2002	2001	2000	1998-9
- DEBITS -					
Unredeemed Liens			\$12,216.13	\$5,702.86	\$1,501.44
Liens Executed - FY	27,200.00				
Interest & Costs Collected	741.70		1,225.93	1,044.46	770.83
TOTAL DEBITS	\$27,942.46		\$13,442.06	\$6,747.32	\$2,272.27

- CREDITS -

Remitted to Treasurer					
Redemptions	\$7,920.90		\$5,535.69	\$2,580.04	\$1,129.17
Interest & Costs	741.70		1,225.93	1,044.46	770.83
Abatements of			1,746.93	1,960.69	
Unredeemed Taxes					
Unredeemed Liens Bal.	19,279.86		4,933.51	1,162.22	372.27
<u>TOTAL CREDITS</u>	<u>\$27,942.46</u>		<u>\$13,442.06</u>	<u>\$6,747.32</u>	<u>\$2,272.27</u>

Breakdown of Brookfield's Tax Rate

	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
Town	\$4.48	\$4.48	\$7.29	\$4.23
County Government	.86	.81	1.07	1.35
G. W. School Dist. - Local	5.57	7.61	6.59	10.76
G. W. School Dist. - State	6.46	6.88	6.04	6.21
Total Tax Rate	\$17.37	\$19.78	\$20.99	\$22.55

Board of Selectmen

Regrettably, in March, Selectman Bob Heinlein resigned from the board due to illness. Bob's dedication to the town and service to its people is greatly appreciated by the Board of Selectmen and Brookfield residents.

In May, two intergovernmental agreements were signed with Wakefield, one for police, fire and ambulance services and the second for solid waste disposal. Because of an unacceptable cost increase for the use of the Wakefield Septage Lagoon, separate arrangements were made with the North Conway Waste Water Treatment Facility.

The state mandated revaluation which began in September with the reappraisal of properties from Tax Maps 1 to 16 will continue in 2004 with all remaining properties being reappraised. These new values will be used beginning with the 2005 tax year.

Efforts, initiated in 2002, to repair the Town House foundation were finally completed in October 2003. Approximately 50% of the monies for the project were provided by a grant through the NH Land and Community Heritage Investment Program (LCHIP). Brookfield Contracting, LLC performed these repairs and under a separate contract repaired the ramp at the schoolhouse entrance.

Repairs to one portion of the reclassified section of Tumbledown Dick Road were done in November with the remainder of the work to be completed in 2004 and 2005. Since this road is designated a scenic road, Planning Board approval was required prior to the removal of certain trees. Permission was granted for the trees removed in 2003. The Selectmen are requesting permission for additional trees to be removed in 2004.

A controversial decision that the Selectmen unanimously believed was necessary for public safety was made about road names. The initial concern brought to the attention of the Selectmen was that emergency services were confusing Governors Rd and Old Governors Rd when responding to emergencies. After seeking input and recommendations from various state and local public safety agencies and holding a public meeting the results were five road names were changed because they were either the same name with different suffix, similarly confusing or a direct duplicate and that one road name was changed because of a bridge closed to vehicular traffic. Effective January 1, 2004 the changes were (1) Walker Lane is now Ana Lane, (2) Camp Lane and a portion of Camp Road are now West Cove Road, (3) Tibbetts Hill Extension is now Burwell Rd, (4) Pine Woods Drive is now Holly Lane, (4) Old Governors Rd from Rt. 109 to Rt. 109 is now Lyford Rd and (5) Sanborn Rd from Governors Rd to the bridge is now Tucker Rd.

Although we believe the name changes will reduce the delay in emergency response because of confusing names, there still remains the problem of displaying

house numbers properly. Therefore the Street Numbering Ordinance has been amended. House numbers must be reflective and at least 3" tall. If affixed to the dwelling, the numbers must be legible from the street. If not, these numbers shall be displayed at the driveway entrance and be perpendicular to the road so that it is visible from either direction of travel. Regardless of method of display, numbers must be visible year-round (i.e. not to be obstructed by foliage, snow or any other object). Also, new construction must comply with the ordinance in order to receive an occupancy permit. We ask for your cooperation in eliminating this problem.

Respectfully submitted,
Robert Russo, Chairman
Selectman

Annual Audit

We have examined the financial statements of the Town of Brookfield for the year ending December 31, 2003. Our examination was made in accordance with generally accepted auditing standards and includes such tests of the accounting records as we considered necessary in the circumstances.

In our opinion, the financial statements present fairly the financial position of the Town of Brookfield at December 31, 2003, in accordance with generally accepted accounting principles.

Respectfully submitted,
Elizabeth Tozier
Harlan Tozier
Town Auditors

Animal Control

Brookfield has gained a few dogs this year. The number of dogs registered is up to 171. This is a gain of 12 dogs. All dogs are up to date on their rabies shots.

Verbal or written warnings have been given to a few owners concerning their running at large or barking dogs. Most have been taken care of without any further incident. One forfeiture has been served after several verbal and written warnings.

Calls on farm animals, cows and horses, have dropped off with only a call or two on horses that have gotten loose. A phone call to the owner or neighbor helped in gathering up their stock with the animal control officer.

Calls received and returned for the townspeople were over one hundred and fifty; miles traveled was 348.2. Any calls made through the police department while on duty are not charged. Owners paid for all dogs taken in or picked up for running

at large, except for one refusal. This dog was found to be not licensed at this time.

Owners with dogs needing rabies vaccines this year should watch for the clinic date, which will be announced in the spring. This will be held at the Police Department with your Brookfield-Wakefield Animal Control Officer.

Extra time is being spent collecting delinquent licenses. Paying for licenses by April 30th as required by law can eliminate this added expense.

Licenses are due by April 30, 2004

Animal control can be reached by calling 473-2826 or the Wakefield Police Dept. at 522-3232, or if no answer there, by calling State Police Troop E at 1-800-832-2100. The animal control officer is available 24 hour 7 days a week. If you have a missing pet, please call immediately.

Respectfully submitted,
Henry Blanton
Brookfield Animal Control Officer

Archivist

Due to other pressing commitments, this has been another slow year for this ongoing volunteer project. Once again, I have hopes for getting more done this winter as hope springeth eternal. I have answered a number of inquiries that have come in as genealogical questions about Brookfield people. I will be working with an Eagle Scout candidate from Brookfield, Matthew Comeau, on the "Friends of the Brookfield Burial Grounds" project. He is currently awaiting approval from the BSA for this project. I also continue on the executive board of the New Hampshire Archives Group (NHAG).

As reported last year, Judith Ranta's book on Betsey Guppy Chamberlain was released in spring of this past year. Judith gave two presentation in the lakes region on the life of Betsey Chamberlain and her writings from the first half of the nineteenth century. Almost all of Betsey's writings were about her years in Brookfield and Wolfeboro and give a social history of this area in the early 1800s.

The state RSAs governing municipal records are currently being updated and we should have those revised statutes by the end of 2004. These RSAs determine which town records must be archived and which records are retained as active for a designated period of time and then destroyed.

Respectfully submitted,
Craig Evans
Archivist

Assessor Clerk

Pamela Frazier now holds the position of 911 Coordinator for the town of Brookfield. She continues to supply local emergency personnel with updated lists of residents with their correct addresses. She now also coordinates with the state E-911 databases to insure greater accuracy. Newly developed E-911 maps will be available early in 2004 to further assist our emergency personnel. If residents have concerns, questions or problems regarding 911 service they should contact Pam at 522-0031.

During 2003 much progress was made toward cleaning up inconsistencies in both electronic and paper assessing records. Name, address, total building and total land figures were entered into, and are being maintained in Avitar, our new assessing software system. This now allows our tax collector to electronically print our own tax bills. However, until 2005, our old state CAMA system will continue as our primary system to calculate property assessments and produce detailed tax cards. You are encouraged to be aware of your property's assessment and invited to request a copy of your tax card if necessary.

In 2003, half of the town was listed and measured for the upcoming 2005 revaluation (tax maps 1-16). The response from our citizens was wonderful and to be commended. Assessments on all but 5 houses will be based on actual data. In the late summer of 2004, we will list and measure the rest of the town (tax maps 17-47). As was the case last year, the field person will not leave door hangers when no one is found at home. Instead, Pam Frazier, Tax Assessor Clerk, will call to set up specific appointments with those home owners. Actual detailed data and revalued assessments will be entered into our new Avitar system and prepared for publication in August, 2005. After this date, the new values will be utilized to determine your final 2005 taxes. If you have any questions or concerns regarding this matter, please contact Pam Frazier at 522-0031.

Cemetery Trustees

During 2003 there was not a lot of activity with the town cemetery. In 2004 the trustees plan to ramp up their efforts investigating potential cemetery sites in Brookfield. The town has started a trust fund for the purpose of purchasing and improving a new cemetery site. The trustees welcome anyone in town who would like to be part of this process to contact one of the trustees.

Also planned for 2004 is the eradication of the poison ivy on the front stonewall of the town cemetery.

The trustees are not directly responsible for the many private burying grounds in Brookfield, however, they are very encouraged by the efforts of the Eagle Scout project being undertaken by M. Matthew Comeau to provide

education and training on how to properly care for these precious sites. We encourage anyone in town who is interested to participate in Matthew's workshops.

Respectfully submitted,
Frank Frazier, Jr.
Chairman

Codes Enforcement Officer

Permits issued and inspected for the year 2003:

New Homes	12	
Additions/Alterations	28	
Driveways	10	
Septic	16	
Electrical	20	
Plumbing	10	
Gas	1	
Intents to cut issued and inspected		14
Reports of wood cut processed for town tax purposes		14
Reports of earth mined processed for town tax purposes		4

Respectfully submitted,
Robert C. Leonard
Code Enforcement Officer

Conservation Commission

Once again the Conservation Commission co-sponsored the spring town clean-up day. During the year, a 15 acre tract of land on Stoneham Road was transferred to the Nature Conservancy by Georgiana White for the protection of a rare wildflower specie. Virtually a new commission was appointed in May consisting of 5, instead of 7, members and 2 alternates, prompted by resignations from the previous commission. The new commission is undertaking training for its duties via study of the Handbook for Conservation Commissions published by the NH Association of Conservation commissions. Two members attended the annual meeting of the NHACC in Concord on November 11th.

In October, a walking field trip to the Mountain Lake area of the Moose Mountain region of Brookfield was hosted by the commission in an effort to identify natural and historic resources in that area.

Currently work is underway to prepare a natural resource index for the town.

The commission transferred information and responsibility for dry hydrants in town to the selectmen as this is a public safety issue.

In the coming year we welcome input from citizens and landowners in the town regarding their views and concerns, and will continue to work with regional and state organizations such as SRPC, NHACC, MMRG, GRANIT, and NHDES in an effort to better serve the people of Brookfield.

Respectfully submitted,
Dick Peckham
Chairman

Emergency Management

2003 included the usual snow storms, power outages, wind events and seasonal storms, non of which required activating the Emergency Management Plan. After two years of work the updated Emergency Plan was completed. However, the State decided to change the format and context of all town plans statewide requiring Brookfield to re-write the plan once again. Grant applications were also prepared for submission to the national Homelands Security program for updated communications with local public safety agencies as well as state and national agencies.

Respectfully submitted,
Bradford Williamson
Emergency Management Director

Fire-Ambulance Department

In 2003, the Fire Department was able to update our fleet by replacing the 1996 ambulance/rescue vehicle with a new model transport ambulance. With more need to have a second ambulance available, the old one will be kept as a back up. It will be put back in service in early 2004.

The Fire Department has been putting money into a capital reserve fund for new apparatus. In 2004, we will have the needed amount to purchase a new forestry truck to be kept at Central Station. This vehicle replace a 1977 Dodge pickup truck that is owned by the State.

The Wakefield Fire Rescue Department made a significant change in 2003. We are now a combination call/full time department. With the support of the selectmen and the people of our town, we have hired two firefighter EMT's to cover the daytime hours Monday through Friday. This was our most difficult period to

cover with volunteers. They have been on duty since May and, as of December, have responded to 149 calls.

EMS emergencies for 2003:

Medical Calls	207
Motor Vehicle Accidents	77
Trauma Calls	62
Response to Fire Emerg.	43
Codes	2
Calls in Wakefield	188
East Wakefield	96
Union	28
Brookfield	52

There were 391 ambulance calls in 2003, logging approximately 11,000 miles. 28 of those calls were in response to mutual aid request for ambulance needs in neighboring communities, and 60 were requests for additional ambulances to Wakefield. Some of the requests for mutual aid were for multi-patient motor vehicle accidents or for serious calls near the border of a mutual aid town whose apparatus may be able to arrive on the scene before ours. Some were for night or weekend calls when we have only volunteers available and some were when our crews were out on a previous call. Many were for paramedic intercepts. The standard of care is continuing to rise in the EMS service; paramedic care is now expected in many situations. Wakefield currently has one certified paramedic volunteer, John Bertogli, on our roster and one who is very close to certification, Janet Williamson.

As a member of the Ossipee Valley Mutual Aid Association, the Wakefield Fire Rescue Department joins our neighbor in sharing apparatus and manpower whenever the need arises. We also have mutual aid relationships with our neighbors in Maine.

Fire emergencies totaled 261 in 2003. The month with the greatest number of calls was November with 32; the month with the fewest number of calls was January with 15. Wakefield Fire requested mutual aid assistance on 13 calls, for structure fires or motor vehicle accidents. Mutual aid was requested from Wakefield on 38 calls.

Fire emergency calls for 2003 were as follows:

Motor vehicle accident	72	Power line prob.	34
Structure fire	19	Tree across road	4
Wildfires	9	Water in basement	2
Fire Alarm Activation	20	Subjects in water	2
Chimney fires	12	Furnace problem	3
Illegal/unattended burn	14	Dryer fire	2
Smoke in building	8	Dog down in well	1

Fuel spill	7	Lost child	1
Propane leak/odor	7	Lost adult	1
Station coverage	7	Mattress fire	1
Motor vehicle fire	5	Oven fire	1
Carbon monoxide alarm	5	Service calls	4
Smoke investigation	14	Good intent call	6

Calls in Wakefield	124
E. Wakefield	68
Union	13
Brookfield	18

The fire roster for 2003 consisted of 33 members. 7 are Firefighter Level 2 certified, 15 are Firefighter Level 1 certified and 7 are Career Level certified. The remaining firefighters are SCBA certified. Almost all of both firefighter and EMS personnel are certified in Motor Vehicle Extrication/Rescue and have taken Hazardous Materials and Incident Command System training. The EMS roster consisted of 5 Emergency Medical Technician-Intermediates, 4 EMT Basics, 1 Paramedic and 4 medically trained firefighter First Responders.

Again this year, the department had the loan of a Kawasaki Jet Ski Water Craft and trailer for water rescue capability through the summer and fall at no cost to the town. We thank Rochester Motor Sports for supporting us in this program.

Throughout this past year we have been working with the NH Department of Justice, the NH Department of Safety and Wakefield's Emergency Management Director, Chief Merrill, in securing grant funds. These funds are for specific purposes and have allowed us to purchase personal protective equipment for our personnel and a HAZMAT trailer. We are currently working on two other grant programs to obtain additional equipment for the department at no cost to the town.

We continue to have a need for energetic, hardworking individuals with time to give. We especially need volunteers to cover night and weekend calls. Being a volunteer on the fire department and/or ambulance takes a great deal of time and commitment. There are state and/or nationally certified training courses that must be taken and then there are the continuing education hours needed to remain certified, as well as being able to answer the emergency call when you are needed. Answering that call can give a great reward. If you have questions, please contact any fire or ambulance member.

Have a safe 2004!

Respectfully submitted,
Todd C. Nason, Chief
 Wakefield Fire Department

Forest Fire Warden

This posted fire season was just the opposite from last year. Due to all the rain and late snow melt we have enjoyed a quiet fire season. I am happy to report that Brookfield had no reportable fires this fire season, April through November 2003.

The Brookfield Forestry Team held a controlled burn on the Williamson farm in late spring. This was a preplanned event to burn off the field behind Brad and Janet Williamson's farm. This took place on May 4, 2003.

The only other fire was a rekindle of a permitted burn two days after the fire was supposed to be out. It started smoking, was spotted by Chief Nason, WFD, and I was notified. We responded and extinguished the fire.

When you burn brush in your yard please make sure your fire is out before leaving it. You have to rake the coals left and drown it to make sure it won't rekindle. Rekindled fires have caused woods fires, garages, and homes to burn. If you have any questions about burning brush or leaves or construction materials contact your Fire Warden before you light it. Fire permits are required when there is no snow cover.

Reportable fires	none	Brush permits	64
Total fire permits	114	Campfire permits	45
Other permits	4	Commercial permits	1

In closing, I would like to thank the selectmen, my Deputy Wardens, and the citizens of Brookfield for their cooperation in making this a safe fire season. We can never be too careful when it comes to fire safety. We must keep that in mind throughout the year. The year 2004 will be no different. To quote a phrase from Smokey Bear, "Give thanks for our forest resources and protect them from fire. Remember, even little fires kill little trees".

Respectfully submitted,
Doug Vanderpool
Forest Fire Warden

Health Officer

First of all, I would like to apologize for not reporting last year. As some of you know, my eldest son needed surgery last March, and the report never got written.

Thankfully, the Health Officer's job has remained uneventful over the last two years. While Brookfield is not someplace one would expect terrorism, we have received considerable preparedness information, and I have specifically tried to familiarize myself with such infective agents as anthrax and smallpox

which could conceivably spill over into our area. Hopefully this will never be needed.

I have enjoyed meeting people in inspections for daycare and foster care. I have tried to answer questions for the selectmen and others as they have arisen.

Right now, the state is pushing vigorously to have people test their wells. This is always a good idea on a periodic basis because even in a relatively less dense area, septic systems do fail and contamination occurs. We have been fortunate not to have the concerns from industry they have in other areas. I expect this will become increasingly important as our area becomes more populated.

Respectfully submitted,
William M. Marsh, MD

Planning Board

Now approaching the end of our first very successful year in association with the Strafford Regional Planning Commission (SRPC) we have benefitted from their expertise and presence at many of our meetings. The board included funding for the SRPC to assist preparing a Capital Improvements Plan (CIP) and Master Plan update as part of its proposed 2004 budget to bring us into compliance with state law and town's authorization to develop a CIP. 2003 saw the town's adoption of recommended ordinances addressing timber harvesting concerns. The board held several workshops to update subdivision and the Site Plan Review Regulations and improve the application procedures. The board researched and developed improved open space requirement language, updated its Policies and Procedures, and proposed amendments to the Brookfield Zoning Ordinance for 2004. The board processed 3 subdivision applications and monitored telecommunications facility expansion and construction in the adjacent communities.

Working with representatives of the planning board and the Office of State Planning, the Gafney Library agreed to enlarge its Land Use and Planning section to include reference texts and a copy of the Brookfield Master Plan to assist townspeople in their research of land use issues.

A planning board is responsible for preparing and updating the Master Plan, holding public hearings on changes to the Zoning Ordinance and Regulations and subdivision and site plan review applications. We meet on the second Monday of each month. Please contact members for information on workshops.

Respectfully submitted,
Ronald S. Murray
Chairman

Police Department

The importance of accurate mapping, based on an addressing system compatible with the state enhanced 911 system cannot be over stressed. Although Brookfield is a small town, we cannot rely on the idea that the responders all know every household or even every road. In order to improve the addressing system and reduce the potential during emergencies, the Board of Selectmen has voted to change the names of several roads. Changing a road name can cause significant inconvenience, requiring change of address notification to be made, address changes on business cards, letterhead, stationary, and so forth. The benefits of the changes are also significant and during an emergency can be very real.

Eliminating similar sounding road names will help reduce the likelihood of confusion and improve response times. Your understanding and co-operation with this change is greatly appreciated.

As always, I wish to thank the Board of Selectmen, our citizens and department members for their support and assistance throughout the year.

Brookfield Reported Cases

Burglary	2	Simple Assault	4
Criminal Mischief	7	Suspicious Activity	2
Criminal Trespass	3	Theft	4
Liquor Law Violations	1	Other	14
Possession of Drugs	2	<u>Total Calls for Service</u>	<u>368</u>

Arrests

Assault	3	DWI	1
Burglary	1	Liquor Violations	1
Criminal Mischief	1	Possession of Drugs	2
Drive w/o License	1	Protective Custody	1

Motor Vehicle Activity

Accidents	7	Warnings/DE Tags	49
Summons	20		

Respectfully submitted,

Timothy J. Merrill

Chief, Wakefield Police Department

Transfer Station

The Transfer Station had a busy year again as you can see from the numbers reported below. Once again we had an employee leave, but in July we hired Mike Soucy to fill the vacant position. Mike is a great addition to the Transfer Station staff. Please join us in making him feel welcome.

In 2003, we saw over a 9% increase overall in collected material. The following is a list of most of the material collected at the station.

Shingles	95 tons	Antifreeze	620 gallons
Aluminum cans	11 tons	Batteries	8 tons
Tires	32 tons	Cardboard	75 tons
Glass	77 tons	Used motor oil	4160 gallons
Newspapers/mag.	100 tons	Flourescent bulbs	8300 linear ft
Demolition mat.	43 tons	Bulky material	527 tons
MSW (trash)	1914 tons		

By the end of the summer we had a good rye grass cover growing on the landfill cap and all of the work there has been completed.

During 2004, the Solid Waste Committee will be looking at the Transfer Station and making recommendations to the Board of Selectmen on ways to improve the operation in order to increase customer service and reduce costs. If you have any ideas or comments, the committee will be meeting the fourth Tuesday of each month. These meetings are, of course, open to the public.

Wakefield is a rapidly growing community and, as you know, summer is our busiest time. I would like to take this opportunity to thank you for being respectful of and complying with our state and local ordinances.

Respectfully submitted,
Robert Waddington
Transfer Station Manager

Zoning Board of Adjustment

The Zoning Board of Adjustment received five applications this year, three for special exceptions and two for variances.

Special Exceptions are provided for in the Zoning Ordinance under Article IV Section A 2B where a non-conforming lot is sufficient to support all necessary requirements for a residence but setback, road frontage or the lot size requirements are not met. In two of the applications the lots lacked sufficient frontage on a Class V Road and in one application the lot lacked sufficient frontage and also failed to

meet the lot size requirements in that it had 80,000 square feet of land rather than the required 87,120 square feet. The board granted all three special exceptions.

Variances are governed by R.S.A. 674:33 which gives the power to grant a variance where the variance will not be contrary to the public interest and where, owing to special conditions of the land, a literal enforcement of the zoning ordinance will result in unnecessary hardship, and where the spirit of the ordinance will be served and substantial justice done. The New Hampshire Supreme Court requires that an applicant meet five criteria: the variance will not decrease the values of surrounding properties, granting the variance will not be contrary to the public interest, denial will result in unnecessary hardship, granting the variance will do substantial justice and the use must not be contrary to the spirit and intent of the zoning ordinance. Variances cannot be limited in time or limited to the present owner; they are a permanent change to the use of the land.

The two variances sought were for a commercial boat storage facility on Old Governor's Road and an expansion of the gravel pit on Route 109 at the Brookfield town line with Wakefield. Both of these uses were determined to be non-conforming uses and the applicants failed to meet the five criteria listed above. As a result, the board denied both variances.

Respectfully submitted,
James R. Martin
Chairman

Trustees of the Trust Funds

January 1, 2003 - December 31, 2003

Warrant article 21 established the Town Cemetery Purchase Fund, a capital reserve fund with initial funding of \$5,000.00.

Trust funds have experienced further declines in income this year due to low interest rates. This is reducing the funds available for burial ground maintenance. Any volunteers who wish to adopt maintenance of any burial grounds with low income should contact the trustees. See the list of burial grounds in Common Trust Fund 1.

The Scholastic Recognition Award Fund has again received generous private memorial and charitable donations in addition to the \$500.00 annual appropriation from the town. We wish to commend the Kingswood Lake Public Association for their decision to add \$200.00 to their donation each year to be distributed with the annual award amount that is based on interest income earned by the fund.

Private donations totaling \$2,802.12 were received from the following:

Anonymous	\$500.00
Bernard and Zina T. Cerrone	In memory of Marilyn Kantrowitz
Bernard and Zina T. Cerrone	In memory of John R. Pike Jr.
Brookfield Craft Fair	\$395.30**
Carolyn D. Chase	In memory of John R. Pike Jr.
DeLisle 4R Recycling	\$71.82
Pamela and Frank Frazier, Jr.	In memory of John R. Pike Jr.
Evelyn D. and Gretchen Grinnell	In honor of the Burnham's 60 th anniv.*
Kingswood Lake Public Assoc.	\$500 (\$200 directly to award)
Frances P. Lilly	In memory of John R. Pike Jr.
James and Anne Martin	In memory of John R. Pike Jr.
Mary G. Minor	In memory of John R. Pike Jr.
G. Moore/C. Towle	In memory of John R. Pike Jr.
Mr. & Mrs. David Newton	In memory of Joyce Newton
John Newton	In honor of the Burnham's 60 th anniv.*
John Newton III	In honor of the Burnham's 60 th anniv.*
Martha A. Pike	In memory of Marilyn Kantrowitz
Martha A. Pike	In memory of Virginia A. McQuoid
Christopher C. Pinkham	In memory of Charles Buckland
Christopher C. Pinkham	In memory of John R. Pike Jr.
Poor People's Pub	In memory of John R. Pike Jr.
Diana Quarnstrom	In memory of John R. Pike Jr.
Maralyn M. Schoenberger	In memory of John R. Pike Jr.
Carol M. Sidebotham	In honor of the Burnham's 60 th anniv.*

* Alice and David Burnham

** The Craft Fair's 2002 donation was incorrectly attributed to the Brookfield Bloomers.

The award is given annually to the Brookfield senior graduating from high school with the highest four year grade point average. The senior must be a resident of Brookfield from September 1 of the year preceding graduation through the end of the scholastic year. Parents of seniors attending private schools are asked to notify trustee Christopher Pinkham (522-9925) so their children can also be considered for the award. The award amount this year was \$200.00. Congratulations to the 8th recipient, Christopher Patriquin.

Respectfully submitted,

Bernard Cerrone

Martha A. Pike

Christopher C. Pinkham

Common Trust Fund #1

Date of Creation	Name of Trust Fund	Purpose of Trust Fund	Principal		Income		Total of		
			Balance Year Created	Balance 12/31/02	Balance 1/1/03	Income During Yr	Expended During Yr	Balance 12/31/03	Prin. & Inc. 12/31/03
02/26/26	Lang, R. A.	Cemetery Care	\$200.00	\$172.52	\$190.39	\$5.10	\$30.00	\$165.49	\$338.01
08/27/27	Dealand, Thomas F.	"	50.00	38.17	326.12	8.73	0	334.86	373.03
06/30/44	Robinson, Noah H.	"	100.00	80.37	523.14	14.01	0	537.15	617.52
08/29/44	Podrasnik, Joseph N.	"	500.00	268.31	6,533.54	174.98	1,100.00	5,608.52	5,876.83
10/11/48	Palmer, Jasper T.	"	873.08	760.51	1,035.98	27.75	75.00	988.73	1,749.24
05/12/50	Garland, Mary	"	200.00	175.13	247.16	6.62	0	253.78	428.91
07/01/56	Allen, Samuel	"	300.00	251.56	483.8	12.96	30.00	466.76	718.32
05/07/65	Churchill, Joseph	"	300.00	231.93	1,428.96	38.27	0	1,467.24	1,699.17
06/14/70	Wentworth, Walter	"	200.00	167.28	203.76	5.46	0	209.22	376.50
11/01/72	Hansen Trust	"	300.00	252.88	412.27	11.04	15.00	408.31	661.19
06/01/74	Franges, Justine C.	"	3,000.00	2,380.85	16,876.00	451.98	0	17,327.98	19,708.83
06/07/77	Willey Fund	"	315.00	282.28	824.02	22.07	40.00	806.09	1,088.37
10/04/82	Churchill, Thomas L.	"	400.00	367.27	163.84	4.39	15.00	153.23	520.50
12/31/87	Cate, James	Chamberlain Cem.	500.00	500.00	585.96	15.69	0	601.65	1,101.65
12/31/87	Cate, Myron	Cate Cem.	500.00	500.00	585.96	15.69	0	601.65	1,101.65
06/23/93	Syer, Harriet	Brookfield Cemetery	200.00	200.00	98.72	2.64	0	101.36	301.36
12/28/95	Dailey, Louis B.	Blake Cmt.	1,000.00	1,000.00	329.62	8.83	0	338.45	1,338.45
TOTALS			\$8,938.08	\$7,629.06	\$30,849.23	\$826.22	\$1,305.00	\$30,370.45	\$37,999.51*

* Outstanding checks from Currie Debow (\$100) and Urban Tree Service (\$1,100) plus \$486.69 representing an increase in share value bring statement balance to \$39,686.20

Common Trust Funds #2 and #3

Description of Investment	Principal			Income		Total	
	Balance 1/1/03	Additions	Withdrawal	Balance 12/31/03	Income in 2003		Expended in 2003
#2: Capital Reserves & Exp. Trusts							
Road & Bridge Repair	52,917.57	5,000.00	0	57,917.57	421.41	0	58,338.98
Town Road Equip. Maintenance	5,259.09	5,000.00	0	10,259.09	41.83	0	10,300.92
Parks & Recreation Equipment	5,230.63	50.00	0	5,280.63	42.49	0	5,323.12
Landfill Closure	88,213.70		0	88,213.70	709.61	0	88,923.31
Scholastic Recognition Award	13,284.07	3,832.73	0	17,116.80	117.82	200.00	17,034.62
Scholastic Recognition Award - B	3,688.96	500.00	0	4,188.96	31.47	0	4,220.43
Town Cemetery Fund	0.00	5,000.00	0	5,000.00	0.18		5,000.18
TOTALS	168,594.02	19,382.73	0	187,976.75	1,364.81	200.00	189,141.56
#3: Expendable Trusts							
Town Bldg. Maintenance	17,566.66	6,000.00	0	23,566.66	140.09	12,402.20	11,304.55
Records Preservation	7,957.80	1.00	0	7,958.80	63.97	0	8,022.77
Mutual Aid	7,937.24	1,000.00	0	8,937.24	63.21	0	9,000.45
Property Revaluation	15,000.00	25,000.00	0	40,000.00	116.45	25,610.00	14,506.45
TOTALS	48,461.70	32,001.00	0	80,462.70	383.72	38,012.20	42,834.22

Vital Statistics 2003

Births

<u>Date of Birth</u>	<u>Name of Child</u>	<u>Name of Father</u>	<u>Name of Mother</u>
Feb. 10, 2003	Katherine Elizabeth Nason	Edward Nason	Tina Nason
Feb. 12, 2003	Makenzie Paige Willet	James Willett	Karen Willett
March 25, 2003	Joseph William Eischen	Joseph Eischen	Rebecca Eischen
May 3, 2003	Aiden Rhys Martin	David Martin	Nicole Martin
May 6, 2003	Benjamin Frank Haines	Paul Haines	Patrice Haines
August 18, 2003	Benjamin Stanley Ernest	Brian Ernest	Brandy Ernest
Sept. 9, 2003	Irena Marie Pettit	Dustin Pettit	Jacqueline Pettit

Deaths

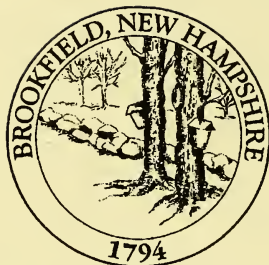
<u>Date of Death</u>	<u>Name of Deceased</u>	<u>Place of Death</u>
Feb. 25, 2003	Ruth I. Shaw	Wolfeboro, NH
March 15, 2003	George H. Jahn	Brookfield, NH
April 19, 2003	Charles Buckland	Massachusetts
April 25, 2003	Inez Caswell	Wolfeboro, NH
June 20, 2003	Joanie M. Folsom	Brookfield, NH
July 19, 2003	Dolores O. Weeks	Wolfeboro, NH
August 7, 2003	John R. Pike	Wolfeboro, NH
Sept. 19, 2003	Eleanor A. Rhoades	Brookfield, NH

Marriages

<u>Date Married</u>	<u>Where Married</u>	<u>Names</u>
Sept. 6, 2003	Moultonboro	Paul E. Dubuc, Andrea C. Tully
October 25, 2003	Ossipee	Patrick E. Leblanc, Ellen R. Bozner

I hereby certify that the births, deaths and marriages are correct to the best of my knowledge.

Respectfully submitted,
Virginia A. McGinley
Town Clerk



Cover
Brookfield Town House
Original Pen & Ink by Lynn Kirby

Town Seal
Designed by Judy Brenner

Queen's Bay Publishing
Brookfield, NH