

**JOINT BOARD OF THE TOWNS OF
SUNAPEE, NEWBURY AND NEW LONDON
MINUTES
APRIL 5, 2011
SUNAPEE**

Present: Gary Daniels (Newbury resident), Bill Roach (Sunapee Selectman), Donna Nashawaty (Sunapee Town Manager), Dennis Pavlicek (Newbury Town Administrator), Peter Bianchi (New London Selectman), Jessie Levine (New London Town Administrator), Norm Bernaiche (Chief Assessor), Kris McAllister (Assessor)

Absent: Tina Helm (New London Selectman), Bill Scharff (Sunapee resident), Jim Powell (Newbury Selectman)

Donna Nashawaty called the meeting to order at 8:10 AM. Peter Bianchi is sitting in for Tina Helm today. Jim Powell will serve as the Selectman from Newbury. New London still needs to appoint a citizen representative.

- 1) Review & approve public & non-public minutes of November 30, 2010: Jessie moved to approve the minutes, seconded by Dennis and approved 6-0.
- 2) Welcome new members and farewell to departing members:

Donna presented Gary Daniels with a certificate thanking him for his dedicated service to the three towns on this board. Jessie presented a certificate to Bill Roach. Bill said that this is an excellent program and he believes it is working very well. Dennis presented Jessie with a certificate as well, as this is her last meeting on the Joint Board.

- 3) Appointment of Chair/Clerk: Jessie nominated Donna to continue as chair, seconded by Dennis. Jessie nominated Dennis to be clerk, seconded by Donna. No discussion. Both motions passed.
- 4) Financial Report: Dennis distributed the budget-to-date and noted that the workers' comp payment is always due in the first quarter, and therefore it appears as though the budget is spent more than 25% for the first quarter but it is otherwise on target. He confirmed that the parcel count for apportionment is as of April 1, 2010, which is consistent with the tri-town agreement. Dennis noted change in parcel count from 2009 to 2010 as follows: 2009: New London 2774, Sunapee 3107, Newbury 2525, and in 2010: New London 2781, Sunapee 3120, Newbury 2583.
- 5) Bright Ideas Award: Donna noted that the tri-town assessing program won another award, this time from the Harvard Kennedy School Ash Center, which named us as one of 36 government initiatives recognized nationally as "Bright Idea" recipients. The press release went out last week and an article should be in the Intertown Record today. Donna said the program recognizes noteworthy programs and practices, and we received the only award in NH. Dennis said it is only the second time NH received an award, and the last one was in 1994 for the Winchester School District.
- 6) Quarterly Recap: Norm Bernaiche
 - 2011 Training: Norm noted that last year they did not do much for training due to the two revaluations, but they have to keep up their certifications, which requires 50 hours of course work. Kris will take the 400 course in June and Norm will go to NRAAO. If there is time, they may go for a day of Vision training to see their new products (the conference is at the Mt. Washington this year and is too expensive to attend the whole thing). Norm will be teaching the

state statute course on “how to run an assessor’s office” in late June. Norm said that DRA used to have 34 people, then it went down to 27, and they are now proposing to cut staff to 15. The ASB passed more regulations and now there is less staff to monitor assessing activities, although it is Norm’s opinion that there is already enough oversight from the townspeople, Selectmen, town managers, etc.

- SMS monthly update: Norm said that he purchased the software that allows us to update the website on a monthly basis, but the staff person who left Sunapee was the one who was training to upload the information for all three towns. We will wait until Sunapee re-hires and in the meantime SMS will update it for us. Gary suggested training two people so that there is a back-up if someone leaves (Kris volunteered to do it).
- Staffing: “Wish we had more,” Norm said, which relates to the abatement update, below.
- Abatement Update: Norm said that he dreaded doing the updates in Sunapee and New London knowing the economic climate. There are 100 abatements in Sunapee and about 70 in New London, most of which were timing due to the tax bills having to go out before they had received an answer after the revaluation. There are several big ones in Sunapee on the lake, as well as in New London. About half are done in New London and about 45 in Sunapee. They waited until the March 1 deadline to group them into “like” issues so that there is consistency among the decisions. Kris said waiting was also helpful because more sales came in after-the-fact to support the assessments, especially on Lake Sunapee.
- Revaluation Newbury update: Norm wished he had more data for the Newbury revaluation. They are seeing signs that things are getting better but are not out of the woods. Part of the NRAAO conferences includes a class on the northeast, which is always the last to go down and the last to go up. Things are heating up around us in New England and he hopes it comes here soon. Work force housing is flat, high end is good, and seasonal stuff is marginal.

7) Intermunicipal Agreement: Donna noted that there are two questions about the existing IMA:

- Section (5) F: Donna raised the question of New London’s fiscal year and whether the budget schedule should be changed in the agreement. Jessie said that the tri-town schedule will not have to change but that the New London budget will always have half of the current year and project half of the following year. Donna suggested noting that the next time the agreement has to be updated we can make a change. In addition, the year of assessment does not change (will remain April 1 of the previous year), so that can stay where it is.
- Extension of years chart for membership for Agreement: All agreed on the continuation of the representation schedule as shown below:

	Newbury	Sunapee	New London
2010	Resident year 2	Resident year 1 Selectboard Member year 2	Selectboard Member year 1
2011	Selectboard Member year 1	Resident year 2	Selectboard Member year 2 Resident year 1
2012	Selectboard Member year 2 Resident year 1	Selectboard Member year 1	Resident year 2
2013	Resident year 2	Resident year 1 Selectboard Member year 2	Selectboard Member year 1
2014	Selectboard Member year 1	Resident year 2	Selectboard Member year 2 Resident year 1
2015	Selectboard Member year 2 Resident year 1	Selectboard Member year 1	Resident year 2
2016	Resident year 2	Resident year 1 Selectboard Member year 2	Selectboard Member year 1

- 8) **Employment Agreement:** Norm's Agreement terminates on December 31, 2011. Donna raised the question of what process and timing to follow with respect to the employment agreement. She suggested that the next agreement include a clause that includes a date by which the agreement will be discussed and finalized to allow for comfort level for the assessor. Jessie said that last time the contract was negotiated, she was chair and met one-on-one with the assessor. She suggests doing that again, as long as the joint board representative came back to the board for affirmation of any changes. Consensus that Donna will represent the Joint Board and will talk to Norm before the next Joint Board meeting, and at that time the Joint Board will go into non-public to discuss the contract terms.
- 9) **Non-public session:** Jessie moved to go into non-public session pursuant to RSA 91-A:3 II (a) to discuss Kris McAllister's annual review. Kris departed. Roll call vote: Roach – yes; Daniels – yes; Pavlicek – yes; Levine – yes; Bianchi – yes; Nashawaty – yes.

Dennis moved to come out of non-public session, seconded by Donna. Motion approved 6-0.

- 10) **Set Next Meeting Date:** Next meeting date was set for **Tuesday, June 28 at 8:00 AM** in New London.

Meeting adjourned at 9:15 AM.

Respectfully submitted,

Jessie Levine, Clerk