

**JOINT BOARD
OF THE TOWNS OF
SUNAPEE, NEWBURY AND NEW LONDON
DECEMBER 3, 2014
8:00 AM
SUNAPEE SAFETY SERVICES**

Present: Dennis Pavlicek (Newbury Town Administrator), Ed Thorson (Newbury Selectman), Tina Helm (New London Selectman), Donna Nashawaty (Sunapee Town Manager), Norm Bernaiche (Chief Assessor), Kim Hallquist (New London Town Administrator), Janet Kidder (New London Selectman), Rem Mastin (Sunapee Resident), Melissa Pollari (Sunapee Assessing Technician)

Donna Nashawaty called the meeting to order at 8:01 am

There was a brief discussion regarding Donna Nashawaty emailing the contact information for the Board members out again

Minutes of September 30, 2014: There were no changes made to the meeting minutes

Mr. Pavlicek made a motion to approve the minutes. Mr. Thorson seconded the motion. The motion passed unanimously.

Budget Recap (2014 year to date)

Mr. Pavlicek presented the budget. At the end of the third quarter there was still approximately 29% left with the first three quarters already billed out and just the fourth left. It appears as though the budget will not be overspent and that there will be money leftover.

Ms. Nashawaty asked if there is anything that can be spent out of the 2014 budget to help the 2015 budget such as prepaying an obligation that the auditors would not object to. Mr. Pavlicek said that they could possibly encumber money for the next set of pickups that will be contracted out. Ms. Nashawaty said that there is a budget increase in 2015, which includes the pickups, and asked if there was a way that they can enter into a contract to reduce what would be part of the 2015 budget. Ms. Nashawaty said that it is hard to explain things such as encumbering money to an SB2 Community such as Sunapee.

Mr. Pavlicek said that Workers Comp is changing their fiscal year from January 1 to July 1 and Ms. Nashawaty asked if the bill can be paid out of this year's budget and not overspend the budget. Mr. Pavlicek agreed said that it could but that because of the fiscal year change it wouldn't make much of a difference in the budget for next year

Mr. Pavlicek asked if there was any way that any pickups could be done this month.

Ms. Kidder asked what the projection is for the end of the fiscal year. Mr. Pavlicek said that they should have 6% to 7% of the budget left, which is approximately \$10,000. The payment on the workers comp and the pickups would help reduce the amount.

Ms. Hallquist said that she feels as though it is not necessary to prepay items or do pickups in December as the money will just go back to the Towns. Mr. Thorson said that taxpayers could view it as spending just because they have the money. Ms. Hallquist said that they believe that any increase will be looked at by the Townspeople but that it has to be explained to the Towns. There was further discussion regarding this matter.

Ms. Kidder asked and Mr. Pavlicek explained that the budget is increasing approximately 5% next year. Sunapee and New London have received and paid their bills for the first three quarters. As soon as the end of the year arrives, Mr. Pavlicek will send the remaining balances and budget numbers to the Board.

2015 Budget

Mr. Pavlicek went over the 2015 proposed budget (see attached). The Total Wages line changed because the IMCA line had an incorrect percentage that needed to be corrected. The Health and Dental line went up .77% but it has only gone up 1-2% the past three years. Mr. Pavlicek said that they are returning money this year and it will help to balance out for next year.

Mr. Pavlicek went over the percentages of the budget that each Town is responsible for: New London – 32.92%; Suanapee – 37.08%; Newbury – 30%.

Mr. Thorson made a motion to approve the budget for 2015. Ms. Kidder seconded. The motion passed unanimously.

Quarterly Recap: Norm Bernaiche

New London Reval

The New London tax bills have gone out and there have been questions regarding the increase in the second bill. Mr. Bernaiche and Ms. McAllister are finishing the Uniform Standards & Professional Appraisal Practice (USPAP) report and Thursday and Friday are set aside to work on it. They are ethically bound to it via USPAP Standard XI. Mr. Bernaiche explained USPAP to the Board and said that the Department of Revenue Administration (DRA) is pushing to employ Standards I and II, which could be a huge cost to communities. Mr. Bernaiche explained more about this matter. There was a discussion regarding the DRA.

Staffing (staff training)

Mr. Bernaiche attended a high-end home seminar and got some good points from it that he will be sharing with some local real estate agents. There was a brief discussion regarding the course and the need to share with agent as assessments are looked at a lot more than they used to be when a person is looking to purchase a property.

Miscellaneous

Mr. Bernaiche said that he and Ms. McAllister are working on the Town Reports.

Mr. Bernaiche said that the Equalization studies are just about done for all three towns and explained Equalization to the Board.

Abatements / Appeals

Mr. Bernaiche said that there was recently a BTLA case in Newbury that they feel that they did very well. One of the questions was if the owners of the property were going to tear down one of the houses on the property and he said no, a week later his engineer was in the Town of Newbury office asking to do that. There has not been a decision on the case.

Ms. Helm asked if New London has had an unusual number of abatement requests. Mr. Bernaiche said that they do not know yet as the tax bills just went out on the 24th. There was a low number of people who went to the informal review hearings. Ms. Hallquist explained that Mr. Bernaiche and Ms. McAllister had bulletin boards and a slide show that was put on the web and was also playing in the waiting room for the informal hearings. Mr. Bernaiche said that the biggest swing was the condominiums. They are stressing the interior of the properties and the condition as these things matter because people want a turnkey property and don't want to do the work.

Norm's Review

Ms. Nashawaty explained that at the last meeting the Board authorized the Town Administrators and Town Manager to conduct Mr. Bernaiche's review. They have completed the review and have a recommendation that should be ratified. It was a positive performance review.

Ms. Nashawaty read the memo that accompanied the review (see attached). Mr. Bernaiche was recommended to receive the maximum 2.5% merit increase.

Mr. Thorson made a motion to adopt the salary increase. Ms. Kidder seconded the motion. The motion passed anonymously. The Town of Newbury personnel file will have the review information.

Next Meeting Date

The next meeting will be Tuesday, March 17, 2015 at 8:00 am in New London.

Ms. Nashawaty will forward the table of which of the Board members will be changing next year.

The meeting was adjourned at 9:05am.

Respectfully Submitted,

Melissa Pollari
Town of Sunapee
Assessing Technician