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BOARD OF SELECTMEN

Public Meeting
November 24, 2014

Present:

Chair David Swenson
Terry Jarvis, Selectman
David Bickford, Selectman

Also Present:

Jeremy Bourgeois, Town Administrator
Rudy Rosiello, Resident

Robert (Bob) Estey, Assessor
Gregory Anthes, Resident

The meeting was called to order by Chair David Swenson at 1:01 PM.

See attached matrix for finalized assessing bids during discussion.

Review of Assessing Bids:

Chair Swenson prepared a visual spreadsheet to show a breakdown of each of the bids, his interview notes and subjective comments. He explained that the companies did not all bid the same way. Mr. Estey stated he believed the contracts were for six years not five. Chair Swenson made adjustments to the spreadsheet to account for the sixth year. Chair Swenson and Mr. Estey reviewed the spreadsheet and made changes where necessary. The totals for the bids broke down to:

Certified New Hampshire at \$182,464
Cross Country at \$168,914
Granite Hill at \$168,219
Municipal Resources, Inc. (MRI) at \$179,937

Chair Swenson reviewed his comments. He stated he asked all four companies why they wanted to work in New Durham. He said in his opinion MRI was the one that handled it the best of the four, but none of them answered it very well.

Selectman Bickford asked if Cross Country had included inflation in their bid. Chair Swenson said no they did not but he had calculated it into the numbers provided on the spreadsheet. Selectman Bickford felt Cross Country was the most concrete bid received. Selectman Jarvis said MRI wanted to rotate different people to work in town and the other three companies wanted to have the same person work in town. She felt having the same person was a plus to the Town.

Mr. Estey stated all four companies are qualified. MRI is right on the edge of the Town's budget. In the past they had not done complete revaluation remeasure/relist and only recently acquired an employee with the experience to do so. He felt their bid was too high. He said Certified New Hampshire is a small company. Dave Hynes oversees

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everything. If anything should happen to Dave, the Town could have a problem. Mr. Estey said he had narrowed it down to two, Cross Country and Granite Hill. He said Cross Country has done revaluations and has also down sized to a comfortable number of employees and is looking to do enough business to keep his people working. This could be beneficial because he is not hiring new people to do the work and the ones he has have been with him for some time. He stated Granite Hill is bidding more on an hourly basis and he is not 100% sure how they handle appeals. He said both companies do good work and have the experience. He said from a price point of view Granite Hill could be higher. Mr. Estey said he would recommend Cross Country but either company would be good or the other two would be good even though their price was higher.

Selectman Jarvis said she would like to hear how the other two Board members would rate the companies. Chair Swenson said he had Cross Country and Granite Hill as his two top picks. He believes Certified is capable but had the same concerns Mr. Estey had about anything happening to their primary person. He felt MRI was too expensive. Selectman Jarvis stated she felt Cross Country was the most qualified and were well prepared when they met with the Board. She felt they are also doing things in a way the Town could budget for. She did not feel Granite Hill came prepared and that MRI and Certified New Hampshire were too expensive. Selectman Bickford asked Mr. Estey if he felt the hours called for in the RFP was a fair number. Mr. Estey said he believed the 100 hours was a fair estimate. He stated that one of the advantages with Cross Country was the fact that theirs was a set price no matter how many hours. Selectman Jarvis pointed out that Cross Country wanted to do a lot of their work electronically and Granite Hill was requesting an office.

Chair Swenson made a motion to award the bid to Cross Country based on the bid package they submitted and the analysis that has been done with a six year agreement with locked in prices as has been stated in the interview process.

Selectman Jarvis seconded the motion. Discussion: Chair Swenson stated that as in any agreement there would have to be a termination clause that the Town has in terms of short or long term agreements. Selectman Jarvis asked Mr. Estey if there is a standard form used by Department of Revenue Administration (DRA) for such contracts. Mr. Estey stated he did not know because he did not have a contract with the Town but was hired as a Town employee. He did say there might have to be two separate contracts, one for the general assessing and one for the revaluation. **The motion passed 3-0.**

Budget Review:

Account 4152 Assessing

The Board members discussed changes that needed to be made to this budget. Line 110 Salary needs to be changed from \$15,000 to \$1,000 because of Bob Estey's retirement as the Assessor. Line 340 Contracted Services needs to be changed from \$1 to \$8,000 because of the awarding of the contract for assessor to Cross Country. Line 115 Assessing Clerk needs to be changed from \$12,064 to \$16,414 to cover the 300 extra hours needed for the DRA review.

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Finance Officer Judith Crouse joined the meeting at 2:05 PM.

Line 820 Mileage was changed from \$300 to \$150. The Finance Officer recalculated FICA from \$750 to \$1142, Medicare from \$175 to \$267, Unemployment no change, and Workers Compensation from \$35 to 295. The new total for the budget is \$41,243.

Selectman Jarvis made a motion to approve Acct 4152 Assessing with proposed 2015 budget and default 2015 budget of \$41,243. The motion passed 3-0.

Account 4130 Executive

The Board discussed changes that need to be made to this budget. Line 20-342 Community TV needs to be increased by \$2,520 to cover the addition of 2 more hours for Parks and Recreation and to add the Library and Conservation Commission to the list of meetings to be taped. This line would be increased to \$13,845. Chair Swenson said he believed Line 343 default needed to be increased to \$3,800 to be the same as the proposed budget because it is a Town policy.

Selectman Jarvis made a motion to approve Acct 4130 Executive Office with a 2015 proposed budget of \$186,568 and a 2015 default budget of \$183,988. Selectman Bickford seconded the motion. The motion passed 3-0.

Account 4140 Elections & Registration Revisit ~ BOS Approved

The Board had to revisit this account due to an increase in the cost of health insurance and dental. Line 95-210 Health Insurance was adjusted to show the 7.6% increase in the rate and the reduction of one person changing from a family plan to a two person plan. The original proposed amount of \$37,250 was reduced to \$33,923. Line 95-211 was increased from \$2,370 to \$2,525. The overall budget decreased from \$128,696 to \$125,523. The default budget should be adjusted to show the changes from \$132,431 to \$129,259.

Chair Swenson made a motion for Acct 4140 Elections & Registration proposed 2015 in the amount of \$125,523 and the default budget in the amount of \$129,259. Selectman Jarvis seconded the motion. The motion passed 3-0.

Account 4150 Financial Administration Revisit ~ BOS Approved

The BOS approved this account in the amount of \$110,229. The difference between what the BOS approved and the Budget Committee approved is Line 95-211 Dental and Line 95-231 NH Retirement. Line 211 was \$1,185 and increased to \$1,268. Line 95-231 was \$6,400 and increased to \$6,590.

Selectman Jarvis made a motion to approve Acct 4150 Financial Administration 2015 proposed budget of \$110,502 and default budget of \$108,299. Selectman Bickford seconded the motion. The motion passed unanimously.

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Account 4155 Personnel Administration

The Board discussed the need for a wage study. They had previously budgeted \$5,000 for the study. Selectman Bickford said he was having second thoughts about the need for a study. The data is available to them. He has the information of wage studies for Tamworth and Tuftonboro. Tamworth did their own study using a committee of three members. The question is do the Board members want to spend the money for the analysis of the data that is available. Selectman Jarvis said she was hoping to have the study in time to determine parity and/or merit increases. Greg Anthes asked if the State has the data available. Chair Swenson said he believes the data is available but what you pay for with a study is the analysis of data.

Selectman Jarvis said they also need to make a decision about drug testing. The cost would be approximately \$93 per new hire. Line 20-338 is budgeted at \$1,100 which would cover drug testing for 11 new hires.

Selectman Jarvis made a motion to approve Acct 4155 Personnel Administration proposed 2015 budget of \$44,012 and default budget of \$30,695. Chair Swenson seconded the motion. Discussion: Selectman Bickford asked if that included \$5,000 for the wage study. Chair Swenson answered it does include the wage study. **The motion was 2 in favor (Swenson, Jarvis) and 1 opposed (Bickford).**

Account 4195 Cemeteries

Line 610 Supplies was increased from \$1,000 to \$1,500 by the Budget Committee because last years' budget was over \$1,400. The Highway Dept. now charges the appropriate accounts for fertilizer and also the wood chips are no longer donated. Selectman Bickford felt there should be justification for the \$500 increase. Chair Swenson agreed with him but did not feel it was worth holding up the budget.

Selectman Jarvis made a motion to approve Acct 4195 Cemeteries in the revised amount for the proposed budget of \$3,115 with the default budget remaining at \$2865. Chair Swenson seconded the motion. The motion passed 3-0.

Account 4210 Police

Line 10-610 Building Supplies was moved to Line 90-430 Building Maintenance. Selectman Bickford said Line 10-305 New Hire PT Uncertified included wages. He said the wages should not be included in that line. Selectman Jarvis suggested creating a new sub category line. The Board members agreed a new sub category line should be created for New Hire PT Uncertified Wages in the amount of \$16,640, leaving a balance of \$6,630 for Line 10-305. The Finance Officer was asked to recalculate this budget with the new line. A final decision on this account was held until the numbers can be revised.

Account 4191 Forestry

Line 95-220 FICA, Line 95-225 Medicare, Line 95-250 Unemployment Compensation, and Line 95-260 Worker's Compensation were moved to this account from Account 4220 Fire Department. The revised budget is proposed \$9,117 and default \$10,115.

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Selectman Jarvis made a motion to approve Acct 4191 Forestry proposed 2015 budget of \$9,117 and a default budget of \$10,115. Selectman Bickford seconded the motion. Discussion: Selectman Bickford felt the account should not be called Forestry and asked if the title could be changed. The Finance Officer said she could do that. She was instructed to speak with Warden Stuart about changing the name. **The motion was passed 3-0.**

Account 4220 Fire

The Fire Chief provided the Board members with additional information on training and equipment maintenance.

Selectman Jarvis made a motion to approve Acct 4220 Fire for a proposed 2015 budget of \$198,980 and a default budget of \$186,230. Selectman Bickford seconded the motion. The motion was passed 3-0.

Account 4324 Solid Waste Disposal

Line 95-211 Dental was revised to show the increased cost. It was increased from \$1,185 to \$1,268.

Selectman Jarvis made a motion to approve Acct 4324 Solid Waste Disposal in the revised 2015 proposed budget of \$235,455 and the revised default budget of \$236,510. Selectman Bickford seconded the motion. The motion was passed 3-0.

Account 4520 Parks and Recreation

The Budget Committee reduced Line 10-635 Gas from \$300 to \$200 based on prior year's usage.

Selectman Jarvis made a motion to approve Acct 4520 Parks and Recreation in the revised proposed budget of \$53,437 and the default budget remains the same at \$61,733. Chair Swenson seconded the motion. Discussion: Selectman Bickford asked if Line 10-110 Director remained the same. Selectman Jarvis said no changes were made to that line. **The motion passed 3-0.**

Account 4550 Library

Line 10-211 Dental was revised to show an increase in cost. It was increased from \$1,185 to \$1,268.

Chair Swenson made a motion to approve Acct 4550 Library in the revised proposed budget of \$134,495 and the revised default budget of \$133,115. Selectman Jarvis seconded the motion. The motion passed 3-0.

Account 4909 Improvements Other Than Buildings

The Budget Committee was presented updated information that was not available to the BOS when they voted on this account. There is an increase to Line 40-040 Milfoil Treatment from \$18,880 to \$21,320.

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Selectman Jarvis made a motion to approve Acct 4909 Improvements Other Than Buildings specifically for the change to Line 4909-40 Milfoil Treatment in the revised amount of \$21,320 with the default budget remains the same at \$18,200.

Discussion: Chair Swenson noted that line 4909-40 Milfoil Treatment is the only line in Acct 4909 Improvements Other Than Buildings. **Chair Swenson seconded the motion. The motion passed 2-0 with Selectman Bickford recusing himself because he is an abutter.**

Account 4312 Highways and Streets

Line 95-210 Health Insurance increased from \$96,625 to \$96,685 due to increased cost.

Line 95-211 Dental increased from \$7,085 to \$7,575 due to increased cost.

Finance Officer, Judith Crouse asked if Line 330 Contracted Services was budgeted at \$1. The BOS said it should be budgeted at \$1.

Selectman Jarvis made a motion to approve Acct 4312 Highways & Streets in the revised 2015 budget amount of \$782,038 and the revised default budget of \$796,840. Chair Swenson seconded the motion. The motion passed 3-0.

Jeffrey Kratovil joined the meeting and asked if he could speak. Chair Swenson allowed him to speak at that time. Mr. Kratovil said he wanted to complement Selectman Jarvis for challenging the MRI contract.

Account 4319 Equipment Mechanic

Line 95-211 Dental increased from \$1,185 to \$1,268 due to increased cost.

Selectman Jarvis made a motion to approve Acct 4319 Equipment Mechanic in the revised 2015 proposed budget amount of \$138,998 and the revised default budget of \$149,819. Selectman Bickford seconded the motion. The motion passed 3-0.

Public Input

Mr. Kratovil asked if there had been a difficulty with the Planning Board getting the Impact Fee numbers. Chair Swenson said that would be a question for the Planning Board. Mr. Kratovil asked if the Board members were in favor of Selectman Jarvis mentoring a Town Administrator. Chair Swenson thanked him for his input but it was off topic.

The Board members reviewed issues to be placed on the agenda for the next meeting. They will be discussing Accounts 4915, 4916, and 4902 at the December 1st meeting. Selectman Jarvis would like to discuss the hiring of the part-time policemen. Chair Swenson would like to authorize Town Administrator Bourgeois and Finance Officer Judith Crouse to start to discuss what bank relationships the Town may need to pay the County Tax on time. They are to find out what the terms would be and how quickly the Town could borrow the money if necessary. Selectman Bickford asked if there had been any discussion with DRA or the County. Chair Swenson said he will call Charles Reese at DRA. Town Administrator Bourgeois said he put in a message to Steve Hamilton to see if the Town could use the Unexpended Fund Balance.

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Selectman Bickford asked what some of the concerns were regarding the Capital Reserve Fund (CRF) accounts. Selectman Jarvis said that one of her concerns is that she has heard from the Police Chief that he needs a new door for the garage. The Fire Chief is looking at needing a new furnace, pulling up the oil tank, and making offices in the front of the building. The Public Safety Building CRF was not recommended by the CIP Committee.

Review of Minutes:

Board members reviewed the public minutes of November 14, 2014. Corrections were made.

Selectman Jarvis made a motion to approve the BOS Budget meeting minutes of November 14, 2014 as amended. Selectman Swenson seconded the motion. The motion passed 3-0.

Selectman Jarvis made a motion to adjourn. Selectman Bickford seconded the motion. The motion passed 3-0.

The meeting adjourned at 4:51 PM.

Respectfully submitted,
Laura Zuzgo

A video recording of this meeting is on file with the Office of the Town Clerk, is available for public viewing during normal business hours, and will be retained in accordance with the New Hampshire Municipal Records Board rules established under RSA 33-4:4, or for a minimum of 24 months.

Assessing Bid Matrix - Rating of Bid

Company	Segments of Bid	Financial						6-Yr. Total	Interview Notes
		Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019	Year 6 2020		
Certified NH Assessing	General Assessing	\$4,550	\$4,618	\$4,688	\$4,758	\$4,829	\$4,902	\$28,344	1 day / month; \$45/hour
	Pickups (based on 125/yr)	\$2,831	\$2,874	\$2,917	\$2,961	\$3,005	\$3,050	\$17,637	\$22.65/parcel @ 125 pickups / year
	Cyclical Review	\$0	\$11,325	\$11,495	\$11,667	\$11,842	\$12,020	\$58,349	\$22.65/parcel @ 500 parcels / year
	Other	\$1,200	\$1,218	\$1,236	\$1,255	\$1,274	\$1,293	\$7,475	10 abatements @ \$120 ea.
	Update - Statistical	\$0	\$0	\$0	\$0	\$0	\$0	\$69,100	Quote from 10/13/14 (after initial bid)
	Other - Computer Link	\$250	\$254	\$258	\$261	\$265	\$269	\$1,557	At Cost
	Total	\$8,831	\$20,289	\$20,593	\$20,902	\$21,215	\$21,534	\$182,464	
									2016 - 2019 dependent on any changes in NH law; Year 2 - 5 increase by CPI not originally in bid; Golf course, Johnsons, marina may need a separate USPAP report; NH has USPAP Std. 6 now; currently these do not have to be separate; Each separate USPAP may be \$5K - \$6K; Assessing done by J. Hynes President; \$45/hour; no additional mileage costs; Additional hours including any BTLA @ \$75/hr.
Cross Country	General Assessing	\$8,000	\$8,120	\$8,242	\$8,365	\$8,491	\$8,618	\$49,836	Include Pickups
	Pickups (based on 125/yr)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Included in General Assessing costs
	Update						\$57,250	\$57,250	
	Cyclical Review	\$0	\$12,000	\$12,180	\$12,363	\$12,548	\$12,736	\$61,827	
	Total	\$8,000	\$20,120	\$20,422	\$20,728	\$21,039	\$21,605	\$168,914	33% each year '16 - '18; \$57,250 for update in 2019
									Update not included in original bid; 33% cyclical each year '16 - '19; quote includes mileage; assessor or supervisor level will do the 1 day / week; any BTLA work is included in the \$8K/year; have had golf course experience; may need to add \$1K/property if special USPAP report required; J. Earls asked if ND was satisfied with personnel from Vision doing the reval and also asked if state has done any review of Vision work yet
Granite Hill	General Assessing	\$5,198	\$5,513	\$5,595	\$5,679	\$5,764	\$5,851	\$33,599	15 days, 7 hour days, \$49.50/hour
	Pickups (based on 125/yr)	\$2,875	\$2,875	\$3,000	\$3,045	\$3,091	\$3,137	\$18,023	\$23/parcel 2015/2016; \$24/parcel 2017; CPI after
	Update	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000	
	Cyclical Review	\$0	\$13,750	\$14,300	\$14,515	\$14,732	\$14,953	\$72,250	\$25/parcel 2016; \$26/parcel 2017; CPI after
	Total	\$8,073	\$22,138	\$22,895	\$23,239	\$23,587	\$24,941	\$168,872	
									Hooksett, Strafford, Wolfeboro experience; Hooksett used to do the double work and then did the merge process with BMSI software (Elaine - Hooksett; Elizabeth Evans in Strafford); 1 supervisor FT, 2 - 3 PT supervisor level; has 9 town currently, 6 Vision towns, 3 Avatar towns but prefers Vision; rate jump from 1st year to 2nd year can be negotiable; mileage included; all towns Granite Hill does are cyclical; reports to update could be separately contracted out
MRI	General Assessing	\$12,120	\$12,302	\$12,486	\$12,674	\$12,864	\$13,057	\$75,502	
	Pickups (based on 125/yr)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Cyclical Review	\$0	\$10,080	\$10,231	\$10,385	\$10,540	\$10,699	\$51,935	25% each year 2015 - 2018
	Update	\$0	\$0	\$0	\$0	\$0	\$0	\$52,500	Update \$52,250; 25% each year 2016 - 2019
	Total	\$12,120	\$22,382	\$22,718	\$23,058	\$23,404	\$23,755	\$179,937	
									MRI prefers to handle appeals after Vision reval; Rate of \$150/hr for defense of values above local level; \$75/hr for work outside of Scope described; never done a full reval.