

**BOARD OF SELECTMEN**  
**Public Meeting**  
**November 19, 2014**

**Present:**

Chairman David Swenson  
Terry Jarvis, Selectman  
David Bickford, Selectman

**Also Present:**

Jeremy Bourgeois, Town Administrator	Robert (Bob) Estey, Assessor
David Hynes, Certified NH Assessing Services (CNHAS)	Jared Hynes, CNHAS
Jeff Earls, Cross Country Assessing Group (CCAG)	Mandy Irving, CCAG
Rudy Rosiello, Resident	Gregory Anthes, Resident

The meeting was called to order by Chair David Swenson at 1:00 PM.

**Interview and Review of Assessing Bids:**

Bob Estey presented the Board members with a list of what he felt the process would be. He reviewed his list and explained each item. This included:

- Relative to 2014 would be the appeals, pickups for the first half tax bill, public meetings including 2014 appeals
- Later in the year, handling the appeals from the revaluation
- No data collection in 2015
- Going forward into 2016, 2017, 2018, and 2019 would be the one day a month scheduled meetings, pickups, and 20% data collection
- 2020 revaluation year would be quick update of values, 20% data collection, public hearings, pickups and revaluation update

**Certified NH Assessing Services:**

The bid was \$4,550 for one day a month assessing services + \$2,831.25 for pickups for 2014/2015. Selectman Jarvis asked if it would be the same price for 2016 thru 2019. David Hynes stated it would depend on whether or not DRA changed the rules. He explained DRA is in the process of considering a change that would require a separate USPAP (Uniform Standards of Professional Appraisal Practices) report for stand-alone properties. If DRA does not change the rules there would be the CPI increase per year after 2015.

Bob Estey asked about the cost for abatements in 2015. The Town average would approximately 10 abatements at a price of \$120 each. The revaluation would most likely increase this number. The Town would be looking at an additional \$1,200 to \$1,500.

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David Hynes explained the abatements relative to the revaluation would be handled by the revaluation company and be overseen by the assessor.

Bob Estey asked if they would have a problem working half a day on a Saturday. David Hynes said they would work with the Town's schedule. Bob Estey stated Saturdays would include reviewing exemption, property cards and keeping scheduled appointments. Selectman Bickford asked what is expected of the Town to provide and is an assessing clerk necessary. David Hynes said he has worked in towns where there is an assessing clerk who takes care of the day to day items and paperwork for his review and there are some towns where he provides all the services. Bob Estey pointed out there would be a \$45 per hour additional charge for the clerical work. Selectman Jarvis explained the Town has an assessing clerk to do the administrative work for assessing and put together the necessary information for the assessor to review. Selectman Swenson asked if the bid was based on the Town being responsible for the clerical work. David Hynes stated it is based on the Town handling the clerical aspects.

Selectman Bickford asked if the bid price was a fixed price. David Hynes stated the price could be more or less than the bid depending on the amount of work. The bid is based on the estimate provided by the Town in the RFP. There is an hourly and per parcel price.

Selectman Jarvis stated she thought that by doing 20% per year, there would be no additional cost for the revaluation in the fifth year. She asked David Hynes if that was incorrect. David Hynes explained that in the fifth year there would be the additional cost of updating the values and writing the USPAP report. Selectman Bickford asked if there was any savings to the Town by doing the 20% per year instead of all at once every five years. David Hynes stated the advantage to the 20% per year is the cost is spread out over five years instead of having to pay for it all in one year, but there is not a great amount of savings. Bob Estey stated the 20 % every year would be a complete remeasure/relist every five years instead of an update at five years and a complete remeasure/relist every ten years.

Bob Estey asked if there was an additional charge for mileage for pickups. David Hynes said no there was not. There are no hidden charges.

David Hynes asked if the Town was going to allow the assessor to oversee the complete abatement process at the end of the revaluation. Chair Swenson stated the Town would want someone accountable to oversee the process.

Chair Swenson asked if the company ever had any kickbacks from DRA. David Hynes said no they had never had any kickbacks from DRA. Chair Swenson asked why they were interested in working for the Town. David Hynes stated because his schedule allowed for it, it is convenient, and it is what he does for a living. Chair Swenson asked who would do what portions of the work. David Hynes said he would handle the one day a month because he is a DRA certified supervisor and Jared would be handling the data collection and data entry and he is a DRA certified Assistant Supervisor.

The Board thanked David Hynes for meeting with them and stated they should have a decision no later than December 1<sup>st</sup>.

**Cross Country Appraisal Group:**

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Bob Estey reviewed the process with Jeff Earls and Mandy Irving.

Jeff Earls stated his proposal was for six years not five.

Mandy Irving asked Bob Estey how many pickups he has a year. Bob Estey explained that it varies year to year. He averaged it at about 125 year for the bidding process but it could be more or it could be less.

Jeff Earls asked if he would be reviewing the appeals or the revaluation company. Bob Estey said he has always reviewed them so that he is familiar with them.

Bob Estey reviewed the bid. Jeff Earls stated the bid of \$8,000 a year includes one day a month, pickups and appeals. It is all inclusive. The \$12,000 a year is for the 20% data collection for the revaluation. He suggested 1/3 per year starting in 2017 would be a better way to do the revaluation. There would be a fee of \$57,250 for the revaluation in 2020. Selectman Jarvis asked what would happen if DRA changed the rules. Jeff Earls stated there is a clause that states it only covers rules in place at the time the contract is signed. Selectman Bickford asked if the \$8,000 and the \$12,000 per year were fixed prices. Jeff Earls said yes they are. If DRA changes the rules for stand-alone properties, there would be an additional charge.

Bob Estey asked who would be covering the one day a month. Jeff Earls stated it would be Mandy Irving who is a certified assessor. Selectman Jarvis asked who would be doing the data collections. Jeff Earls stated it would be the company's data collectors. Selectman Bickford asked about computers. Jeff Earls explained they would like to access the Town's computer which would make it possible for them to work from their office. Selectman Jarvis asked if pictures would be included in the 20% data collection. Jeff Earls stated pictures would be included. Selectman Jarvis asked what clerical support would be needed from the Town. Jeff Earls said gathering the work for them to review and answering questions they may have. Selectman Jarvis asked if all the fees include mileage. Jeff Earls said yes it does. He also stated that his company sends out notices to property owners to let them know they will be in in the area. His personnel wear ID badges and have car logos.

Mandy Irving asked if the Building Inspector's files are available to the assessor. Bob Estey said yes they are available.

Selectman Bickford said the contract states there is a penalty of 10% for payments not received by the 15<sup>th</sup> of the month. Jeff earls stated that could be adjusted. It was explained that the revaluation comes out of the CRF and the other fees come out of the Assessing budget. Jeff Earls stated he is not averse to changing it to 30 days.

Chair Swenson asked how they approach evaluating the condition of a structure.

Mandy Irving said they base it on the age and a visual inspection. Chair Swenson stated the Town is still in the process of deciding if they want to go with the cyclical revaluation or stay with doing it every five years. He asked if the prices quoted are the same either way. Jeff Earls stated it is the same either way. Chair Swenson asked if the company had ever had any rejection of any of its work in terms of a review. Jeff Earls stated probably about ten properties that failed over ten years. Chair Swenson asked why they want to do New Durham's work. Jeff Earls said his company does not have

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enough work to fill everyone's time slot, it is next to Farmington which is one of their towns, and he has worked in New Durham in the past and likes the area.

Mandy Irving asked Bob Estey where the Town stands with assessment review. He stated the veteran's and elderly exemption are in good shape. He stated there are 5 or 6 charitable organizations that are up to date. He said the only area where there are problems is the current use and that is due to people not providing the Town with the information they request. The Town passed the last DRA review in 2010.

Jeff Earls asked how much time will be involved in overseeing the 2015 revaluation. Bob Estey said they would probably want to set an hourly rate for the additional time over the one day a month. Jeff Earls asked what they would be doing. Bob Estey said they would probably wanted to sit down and agree to the perimeters before they start the evaluation process. They would make sure the hearings run smoothly and handle the after appeals.

The Board thanked Jeff Earls and Mandy Irving for meeting with them.

Chair Swenson stated he had a couple of conversations with MRI about their contract. He stated MRI has increased the hours from 8 to 10 with 4 hours on site at no additional cost.

Chair Swenson asked Bob Estey if he could attend the BOS meeting on Monday, November 24<sup>th</sup> at 1:00 PM to take part in the discussion to decide which company to go with for assessing. Bob Estey said he would be able to attend.

Rudy Rosiello thanked the Board for their efforts at transparency. He stated he would have liked it if there was a projection of the spread sheets the Board members are looking at so it would be easier to understand everything they are discussing.

Selectman Bickford stated he believes there are several CRF's that may need to be brought before the people to be dissolved. Chair Swenson said that would be discussed at the November 24<sup>th</sup> and December 1<sup>st</sup> meetings.

**Selectman Jarvis made a motion to recess the meeting until Thursday afternoon at 1:00 PM in the Fire Station Community Room. Chair Swenson seconded the motion.**

Selectman Bickford asked where they were with the wage study. Chair Swenson stated the Board made the corrections and gave them to the TA. Jeremy Bourgeois stated it is going to be in Foster's on Friday, is in the process of being approved by NHMA to post on their website, and he also sent out individual emails. **The vote passed unanimously.**

The meeting recessed at 3:24 PM.

Respectfully submitted,  
Laura Zuzgo

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