

**JOINT BOARD  
OF THE TOWNS OF  
SUNAPEE, NEWBURY AND NEW LONDON  
DECEMBER 13, 2016  
NEW LONDON TOWN OFFICES**

Present: Kim Hallquist, Chair (New London Town Administrator), Dennis Pavlicek (Newbury Town Administrator), Donna Nashawaty (Sunapee Town Manager), Sue Gottling (Sunapee Selectman), Janet Kidder (New London Selectman), Gary Daniels (Newbury resident), Normand Bernaiche (Chief Assessor), Kristen McAllister (Assessor), Amy Rankins (Assessing Coordinator)

Absent: Rem Mastin (Sunapee Resident)

Kimberly Hallquist called the meeting to order at 7:45 a.m. Copies of the agenda, previous meeting minutes and current budget were distributed.

**Minutes of September 27, 2016:** Gary Daniels asked that the word “current” be inserted before the word laptop, where reference is made regarding the assessor’s laptops. Dennis Pavlicek made a motion to approve the minutes, seconded by Donna Nashawaty. The motion passed unanimously.

**Budget Recap**

Mr. Pavlicek stated that the advertising budget and laptop budget amounts need to be reversed. The advertising budget should reflect \$0 and the laptop budget should show \$1,000. Mr. Pavlicek added that Joint Assessing budget should stay within its limits; however it may be tight at the end of the year after all expenses are made. Mr. Pavlicek added that their health insurance increased 3.4% and the co-pays were adjusted from \$5 to \$10.

**Quarterly Recap**

Mr. Bernaiche stated that the assessing department is back on a regular schedule now that the Newbury revaluation has concluded, which went very well with only a small number of appeals.

Ms. McAllister recently became recertified for another five years.

Mr. Bernaiche and Ms. McAllister stated that there is nothing new to report from the Assessing Standards Board (ASB) at this time.

Mr. Bernaiche stated that Superior Court ruled in New London’s favor recently regarding the Putnam appeal and that they should be hearing back soon regarding the Gilman appeal, which was recently heard in court. Ms. Nashawaty inquired about any other pending cases and Mr. Bernaiche replied that they are waiting to hear about the Carr property, in New London, and when it will be heard in court. He added that there is still an outstanding BTLA case in Sunapee.

Ms. Hallquist handed out a draft of the Property Inspections Policy for discussion. She read through the 14 bulleted points of the policy and discussion ensued. Mr. Daniels stated that after

the words “exterior inspection” the words “include photos” should be inserted. #14 was discussed at length, relative to the assessors visiting properties unannounced or walking in areas around the property that are obstructed. Ms. Hallquist stated that the purpose for this procedure is to take into account the safety of the assessors and asked if the Board felt that the assessors and/or contractors should continue the practice of visiting properties unannounced. Ms. Nashawaty opined that if they did not, it would represent an administrative burden due to additional correspondence being needed to inform residents of the impending visit. Mr. Daniels asked if this document represented an inspection or a safety policy. Ms. Hallquist stated that it should be considered a procedural policy, regarding protocol for property inspections. Mr. Pavlicek stated the policy was well done and that it should be distributed to the Boards of Selectmen in the three towns to encourage feedback. Ms. Hallquist stated that she would be happy to do that and reiterated that the purpose behind the policy was to go the extra mile in considering the safety of our assessors and/or contractors. Mr. Bernaiche stated that once the document was finalized, any hired contractors would be asked to sign the policy before entering the field.

Mr. Bernaiche and Ms. McAllister had a meeting to attend in Concord; therefore, they left at 8:45 a.m.

#### **Next Meeting Date**

The Board agreed that the next meeting will take place on Wednesday, March 22, 2017 at 8 a.m. in Newbury.

Having no further business before them, Mr. Daniels made a motion to adjourn, seconded by Ms. Nashawaty. All were in favor and the meeting concluded at 9:10 a.m.

Respectfully submitted,

Amy A. Rankins  
Assessing Coordinator