

**JOINT BOARD OF THE TOWNS OF
SUNAPEE, NEWBURY AND NEW LONDON
MINUTES
APRIL 11, 2012
NEWBURY**

Present: Donna Nashawaty (Sunapee Town Manager), Dennis Pavlicek (Newbury Town Administrator), Tina Helm (New London Selectman), Kim Hallquist (New London Town Administrator), Norm Bernaiche (Chief Assessor), Kris McAllister (Assessor), Jim Powell (Newbury Selectman), Suzanne Gottling (Sunapee Selectman)

Absent: Dick Pearson (New London resident), Gary Daniels (Newbury resident), Rem Mastin (Sunapee resident)

Donna Nashawaty called the meeting to order at 8:00 AM.

Recognition of outgoing Selectmen/Citizen members and introduction of new members

Tina Helm, Selectman in New London ends her terms on the Board and Sue Gottling joins the Board as the Selectmen's Rep from Sunapee. Rem Mastin is the outgoing citizen rep and Gary Daniels is the new citizens rep.

Election of Officers

Donna Nashawaty moved to appoint Dennis Pavlicek as Chairman and Kim Hallquist seconded the motion. All were in favor. Dennis Pavlicek moved to appoint Kim Hallquist Clerk and Donna Nashawaty seconded the motion. All were in favor.

Dennis, as the newly appointed Chair, thanked Donna for her work as Chair during the preceding year.

Approval of Meeting Minutes

Donna moved to approve the Minutes of November 2, 2011 and Tina Helm seconded the motion. Minutes were approved 5-0-1 (Sue Gottling abstained).

Quarterly Recap – Norm Bernaiche

- 2012 Training: Staff training to be held in Newport, RI – May 16-18.
- Updating Vision. Norm explained there are server issues to deal with in order to update – some servicers will need to go from Oracle to Microsoft.net – total cost is about \$5,000. Discussion of various systems in three towns and the importance of using the same assessing software.
- SMS/Cartographics: Now using Cartographics – it is up to individual town's personnel to update. Deeds, plans, permits, etc are all attached to file in database. Norm notes it is a very dynamic and user friendly system and easy to update. They have fixed some quirks in the system with Cartographics. Kris notes that feedback has been great so far. Dennis agrees and notes he has gotten positive feedback as well. Dennis observes that Norm deserves credit for being in the forefront of latest software offerings. Norm noted that he is available to present to groups who want to learn how to use the software.
- Staffing: It was noted that data verification is a little behind – the Board may want to consider adding a data collector next year to address this issue.
- Superior Court Cases: 6 total – 3 in New London and 3 in Sunapee for a total of \$14 million in value. Much of this is “estate quality properties” that were not properly assessed in the past. These properties seldom sell so they present special challenges. BTLA cases: 2 in New London

and 1 in Sunapee. Newbury reval is still in the abatement phase, they have 51. Abatement totals in New London 18; Sunapee 15.

- Generally things look good, some “tweaks” are needed here and there, he has spoken to New London about some condo adjustments.
- Norm estimates that reval schedule will be: New London 2014, Sunapee 2015 and Newbury 2016 – need to do this every 5 years, and stressed that they will never do two towns in the same year again.
- Donna noted that the original plan was to visit 1/5 of towns every year. Norm noted that he did not have numbers for how close they have gotten to that goal. Kris suggested that between pick-ups and information received from sales letters, they are probably close to 20% per year. Donna asked if they could build a table of visit history as she wants to see trending to give a better feel for what is happening. Norm and Kris noted that they would look into this.
- Donna notes that DRA rep was in Sunapee for 4 days monitoring their work.
- Dennis asked for a utility update. Norm noted that he has finished in Newbury. He noted that utilities are not a high priority as there are many high priced properties that need their attention which will bring in more tax dollars. He stressed that utilities is not his area of expertise, and noted that the method of appraising them is still unclear.
- USPAP Report was extremely time consuming but is a requirement. They have put it on CD so that updates will be easier in the future. He noted that whenever any “tweaks” are done, the USPAP is supposed to be updated.

Budget Recap- Norm

Norm reports that they are right in line with the budget.

Other Business:

Norm reports that he has accepted a position with the City of Keene and will be leaving his position as Chief Assessor for Newbury, New London and Sunapee. He noted that he has enjoyed his job and found it rewarding and challenging, but feels it is time to be closer to home and have a less challenging position. Dennis noted that a big part of the success of the tri-town assessing system has been a direct result of Norm’s participation. Dennis thanked Norm, as did all members of the Board.

Tina Helm questioned if the tri-town model is one that can work going forward, is it realistic to expect that it can. Norm suggested that he felt it could but stressed that a part-time or seasonal data collector should be considered to take some of the pressure off of the assessors. Kris pointed out that changing the model now would likely result in loss of confidence of the taxpayers. Norm agreed and noted that they have developed a system that works very well, and the Board should keep it going. Donna noted that customer service is a huge part of this model, and why it works so well for our towns – the ready availability of assessors in the towns.

The Board scheduled a meeting for May 2nd at 8AM in New London. The managers will meet with Norm on April 16th at 3PM to discuss contract provisions and other items related to his departure and will be ready to share this information with the Board on May 2nd.

Having no further business before them, Donna Nashawaty moved to adjourn the meeting and Sue Gottling seconded the motion. All were in favor.

Meeting adjourned at 9:30 AM.

Respectfully submitted,

Kim Hallquist, Clerk