

**JOINT BOARD OF THE TOWNS OF
SUNAPEE, NEWBURY AND NEW LONDON
MINUTES
JUNE 19, 2012
NEW LONDON**

Present: Donna Nashawaty (Sunapee Town Manager), Dennis Pavlicek (Newbury Town Administrator), Kim Hallquist (New London Town Administrator), Jim Powell (Newbury Selectman), Suzanne Gottling (Sunapee Selectman), Dick Pearson (New London resident), Norm Bernaiche, Chief Assessor

Absent: Gary Daniels (Newbury resident)

Dennis Pavlicek called the meeting to order at 8:05AM, announcing the purpose of the meeting is to discuss the candidates for the Chief Assessor position.

Donna Nashawaty moved to enter non-public session pursuant to RSA 91-A:3, II(b), the hiring of any person as a public employee. Kim Hallquist seconded the motion. Roll call vote: Donna: yes; Dennis: yes; Kim: yes; Jim: yes; Sue: yes; Dick: yes.

The Board returned to the public session at 8:55AM.

The public meeting continued with a discussion of the 6 month timeline as prepared by Norm Bernaiche. The managers requested the time-line to get an idea of what the coming six months (July 1-Dec 31, 2012) in the assessing office looked like. This was taken into consideration when the managers decided to recommend an interim Chief Assessor as the coming six months are relatively quiet given that there are no large projects on the horizon, instead, it is more of the routine assessing duties. Some of the tasks to be completed as listed on the 6 month-time include: hire measurer and lister; supervise measurer and listing including quality control, production schedules, and coordination with clerks to schedule appointments/callbacks; train and supervise clerks to perform data entry; perform data verification; complete inspections of all sales; prepare grand lists for tax billing (matching values, exemptions and credits); prepare MS-1 for all three towns, among others. Norm concluded the review of the timeline by noting that the department is in good shape.

The next meeting of the Joint Board will be on Thursday, September 13 at 8AM in Sunapee.

Dick Pearson moved to adjourn the meeting at 9:15 AM and Sue Gottling seconded the motion. The meeting was adjourned.

Respectfully submitted,

Kim Hallquist, Clerk