

**JOINT BOARD OF THE TOWNS OF
SUNAPEE, NEWBURY AND NEW LONDON
MINUTES
AUGUST 8, 2012
NEWBURY**

Present: Donna Nashawaty (Sunapee Town Manager), Dennis Pavlicek (Newbury Town Administrator), Kim Hallquist (New London Town Administrator), Jim Powell (Newbury Selectman), Dick Pearson (New London resident), Gary Daniels (Newbury resident), Kris McAllister, Interim Chief Assessor

Dennis Pavlicek called the meeting to order at 9:00am.

Proposals for Data Collection Project

The Board met to discuss the proposals received in response to their request for “[s]ealed proposals from interested Contractors for a limited Data Collection Project of One Thousand Five Hundred Fifty (1,550) Residential Properties including single family and single family waterfront, in the Towns of New London, Newbury and Sunapee (parcels New London=650, Newbury=300 Sunapee =600) to be received at the Town Hall, PO Box 296 Newbury NH, 03255 until 4:00 p.m., Tuesday July 31 2012. The Tri Town Assessing Board reserves the right to reject any and all proposals or to waive any informality in the proposals, if it appears in the Tri Town's best interest.”

Kris McAllister informed the Board that ten requests were sent to various companies capable of performing the service and two proposals were received by the July 31st deadline: (1) Cross Country Appraisal Group, LLC in the amount of \$16.50 per parcel, \$25,575 total; and (2) Municipal Resources, Inc. (MRI) in the amount of \$23.50 per parcel, \$36,425.

She reminded the Board that the State likes to see towns do verification of data on 20% of its properties each year. The reval schedule is currently: New London 2014; Sunapee 2015 and Newbury 2016. Doing the data collection proposed in this project will bring the towns up-to-date on its data verification needs and put the towns in good shape going into the revals. Ms. McAllister noted that this project should be completed by January 15, 2013.

Jim Powell asked for further explanation of what a measurer and a lister is. Ms. McAllister explained that a measurer does a visual inspection of the outside of the structure(s), checks to see if there are any buildings present not listed on the property card and takes a measurement of the outside area to determine square footage. A lister does the interior inspection. She noted that she will be doing all of the interior inspections.

Donna Nashawaty moved to award the contract to Cross Country Appraisal as detailed in their proposal dated July 31, 2012 in the amount of \$25,575. Dick Pearson seconded the motion. All were in favor.

A discussion was held concerning the possibility of having additional parcels added to the 1,550 originally scheduled since the price per parcel price came in significantly under what the Board estimated, therefore the available funds could handle more properties to be visited and verified. The Board noted that it would make sense to have as many properties as possible done at this time to ensure that the information is correct and up-to-date, as long as the funds were available in the budget. It was discussed that it would be advisable to see how the company is performing before committing to 400 more parcels.

Donna Nashawaty moved to authorize Kris McAllister to speak with Cross Country, to see if they would be agreeable to adding an addendum to the contract, adding 400 more parcels, at the contract price of \$16.50 (the price quoted for the 1,550 parcels). The Board will decide whether to exercise the right to add the 400 parcels by November 1, 2012. Dick Pearson seconded the motion. All were in favor.

Other Business

The Board noted that budget preparation would begin in mid-October.

The next meeting of the Board will be on October 16th, at 8AM in Sunapee.

Having no further business before the Board, Donna Nashawaty moved to adjourn the meeting and Dick Pearson seconded the motion. All were in favor.

The meeting adjourned at 9:40am.

Respectfully submitted,

Kim Hallquist, Clerk