

**JOINT BOARD
OF THE TOWNS OF
SUNAPEE, NEWBURY AND NEW LONDON
AGENDA
SEPTEMBER 8, 2010
8:00 AM
NEWBURY**

Present: Dennis Pavlicek (Newbury Town Administrator), Bill Scharff (Sunapee resident), Bill Roach (Sunapee Selectman), Tina Helm (New London Selectman), Donna Nashawaty (Sunapee Town Manager), Jessie Levine (New London Town Administrator), Norm Bernaiche (Chief Assessor), Kris McAllister (Assessor)

Absent: Gary Daniels (Newbury resident)

Donna Nashawaty called the meeting to order at 8:05 AM and noted that Gary Daniels could not be present.

1. Review & approve minutes of June 2, 2010: Tina moved to accept the minutes, seconded by Bill Roach and unanimously approved.
2. Budget Recap (2010 year-to-date) & Discussion of Proposed 2011 Budget: Donna referred to the handout showing the 2010 budget to date and the 2011 proposed budget. Discussion regarding New London's change to the optional fiscal year, which will affect tri-town budgeting. Dennis noted that the 2010 budget is on schedule and is in good shape. Donna noted that travel is high but Norm said that it should be okay for the year because they did not have the Vision conference this year. For the 2011 budget, most of the budget should stay the same, with the exception of insurance. Jessie said her budget is due October 4, and Donna's budget is due the first week of November. Hopefully we can get the assessing budget finalized soon.
 - Donna suggested adding a 15% estimate for health insurance increase.
 - Dennis said that salaries may change based on today's review of the assessor.
 - Agreed to add 9% to the worker's compensation line.

Norm proposed purchasing the Vision sketcher program, which is a \$5,000 item (one time cost). When we left Vision on-line, we lost the proprietary sketches in the Vision program, although we have the other assessing data. Norm said that Cartographics, the mapping company for the three towns, is now offering on-line mapping at \$1800, which can be partnered with Vision on-line and we could return to the old way of doing things on-line. Discussion regarding options, whether to spend \$5000 on Vision sketcher, whether to go to Cartographics and Vision, etc. Jessie asked Norm to spend some time to review all options and come back with a solid recommendation so that we are not bouncing back and forth and re-educating the community every time we make a change. Donna questioned the value of \$5000 for the sketcher vs. staff time to print .pdf files. Norm recommended buying the \$5000 Vision sketching program and stick with SMS on-line. If SMS went out of business, we would be able to migrate the assessing data to Cartographics and continue to use the sketcher.

Annual Review: Because the budget is contingent on the results of the annual review, Jessie moved to go into non-public session to discuss the assessor's annual review, pursuant to RSA 91-A:3 II(a), seconded by Donna and approved by roll call vote: Pavlicek – yes; Helm – yes; Nashawaty – yes; Scharff – yes; Roach – yes; Levine – yes.

Upon returning from non-public session, Dennis moved to seal the non-public meeting minutes for three months, seconded by Jessie and approved by roll call vote: Pavlicek – yes; Helm – yes; Nashawaty – yes; Scharff – yes; Roach – yes; Levine – yes.

2011 Budget: Further budget discussion to adjust staff salary budget by 2%.

Norm returned with a proposal to purchase the Vision Sketcher from the current 2010 budget by using the following unspent budget lines:

Travel	1,500
Administrative	500
Staff Develop	2,400
Supplies	500
Publications	<u>100</u>
	\$ 5,000

Tina moved to approve the purchase, second by Jessie. No further discussion and motion passed unanimously.

Dennis reviewed the proposed budget. There will only be changes to total wages, ICMA, health/dental, other insurance, worker's comp and FICA/Medicare. Everything else will stay the same. Dennis will circulate by e-mail a draft budget by tomorrow.

Donna moved to accept the premise of the 2011 budget as stated, seconded by Dennis and approved unanimously.

3. Quarterly Recap: Norm Bernaiche

- Schedule: Norm said that he and Kris are working on assessment updates in New London and Sunapee, spending a lot of time in those communities, especially Kris, and Norm has been in Newbury on Wednesdays. They are looking at a lot of properties every day and are almost done with the updates. The schedule will continue to the end of September. Newbury's update will be next year. In the future Norm will try to update one town a year in advance so that they are not doing two towns in one year. Norm has found inconsistencies in the towns and across the towns based on previous assessments.
- Staffing (staff training): Staff training has been at a minimal because they are too busy, but looking forward to the November LGC conference.

4. Set Next Meeting Date: Tuesday, November 30 at 8:00 AM in New London

5. Other Business: Donna thanked Dennis's staff for putting together the application for the Innovations in American Government award for the joint assessing program. Our program made it to the second round of the process and we have submitted an application for the next round. Dennis said that 600 applications were narrowed to 150 and we're part of that round. The next round is 25 selected.

Meeting adjourned at 9:30 AM.

Respectfully submitted,

Jessie W. Levine, Clerk
Town Administrator, New London