

**JOINT BOARD  
OF THE TOWNS OF  
SUNAPEE, NEWBURY AND NEW LONDON  
Newbury Town Hall**

**MEETING MINUTES  
March 27, 2007**

Present: Dennis Pavlicek, Newbury Town Administrator  
Jessie Levine, New London Town Administrator, Joint Board Chair  
Donna Nashawaty, Sunapee Town Manager  
Bill Roach, Sunapee Selectman  
Gary Daniels, Newbury resident  
Norm Bernaiche, Assessor  
Kristen McAllister

The meeting opened at 9 AM.

Norm introduced Kristen McAllister to the board.

Dennis Pavlicek moved and William Roach seconded to accept the minutes of December 5, 2006.  
Vote was unanimous.

Norm Bernaiche gave a quarterly recap:

- Schedule: Down a person for a month, Newbury update took additional time, as well the trials for New London and Newbury which were both successful. USPap controls compliance, assessments should be more transparent to the public. Norm will be doing a report . Building permits are being updated: Letters to the public are done in New London however not in Newbury or Sunapee. Discussion on notifications to property owners for any change in value and how to accomplish in the future. Dates available in each town were then discussed, May 1 back to normal schedule, 1 day then each week 3 in each town. Monday currently New London, Tuesday, Newbury and Thursday in Sunapee. Wednesday and Friday are floating. This year to review Sunapee to see if update is necessary, median ratio from now on to be used. Notes that the market is slowing down, more noticeably in New London.
- Training/Conferences: Vision conference is scheduled for May 23 & 24, all clerks are registered. Kris is training with Vision for 2 days in Northboro. NHAAO exam prior to USPap compliance.
- Assessing Manual: Sunapee last to complete. The three towns manuals are different for example, building permit process, definition of structure and current use change.
- Tablet: Not yet in use
- GPS Unit: Not yet in use. Discussion about using during quarterly updates and additional town training.
- Mapping Update: No update.
- Quarterly Inspections: once the building permit season is over quarterly inspection will begin. Annual report for each town could contain a report that would give a total of properties that had been visited for calendar year. For next meeting know how many cyclical visits completed to date.

Budget Review: Dennis Pavlicek reported on course, close to what we were for last year, Hotel etc for conference hasn't been completed.

Other Business: IGA amendment proposal: Proposed to enlarge governing board to include an additional selectman and another citizen member. The managers need to be able to meet as managers without forming a quorum of the governing board. Discussion about the membership and what order should be replaced. Dennis Pavlicek moved and Donna Nashawaty seconded to have a New Resident and a new selectman member and change the term to 2 years for the new membership and change the current selectman and resident member to be 2 years and the current selectman member and resident member would continue in the position for the additional year. The new change would help the transition from one year to the next when a selectman and resident went off the board. Vote was unanimous. The amended Agreement would be forwarded to each town for a governing body vote and if approved, new members would be appointed for the next meeting..

Meeting adjourned.

Next meeting June 26 in Sunapee at 9:00am. (note changed to June 28)

Submitted by,  
Donna Nashawaty, Town Manager, Sunapee