

SUNAPEE BOARD OF SELECTMEN  
6:30PM Town Meeting Room  
Monday, March 6, 2017

Present: Josh Trow, Chairman, Suzanne Gottling, Vice Chairman, John Augustine,  
Fred Gallup and Donna Nashawaty, Town Manager

Absent: Shane Hastings

Chairman Trow opened the meeting at 6:30PM

**REVIEW OF ITEMS FOR SIGNATURE:**

**MOTION TO APPROVE THE FOLLOWING CZC's:**

**Parcel ID: 0114-0006-0004 19 Browns Hill Road Mark Brunelle**

**By Selectman Gottling, seconded by Selectman Gallup Unanimous**

**MOTION TO APPROVE THE FOLLOWING DRIVEWAY PERMIT:**

**Parcel ID: 0114-0006-0004 19 Browns Hill Road Mark Brunelle**

**Parcel ID: 0233-0042-0000 Nutting Road Nutting Road, LLC**

**By Selectman Gallup, seconded by Selectman Gottling Unanimous**

**MOTION TO APPROVE THE FOLLOWING INTENT TO EXCAVATE:**

**Parcel ID: 0211-0011-0000 Route 11 Michael Lemieux**

**By Selectman Gallup, seconded by Selectman Gottling Unanimous**

**MOTION TO APPROVE THE FOLLOWING REPORT OF EXCAVATED MATERIAL:**

**Parcel ID: 0211-0011-0000 Route 11 Michael Lemieux**

**By Selectman Gallup, seconded by Selectman Gottling Unanimous**

**MOTION TO APPROVE THE FOLLOWING TIMBER TAX:**

**Parcel ID: 0201-0001-0000 North Road YMCA Camp Coniston, Inc.**

**By Selectman Gottling, seconded by Selectman Gallup Unanimous**

**MOTION TO APPROVE THE FOLLOWING LAND USE CHANGE TAX:**

**Parcel ID: 0210-0009-0004 116 Fieldstone Drive Kevin & Elizabeth Wallace**

**By Selectman Gallup, seconded by Selectman Gottling Unanimous**

**APPOINTMENTS:**

•7:00PM Normand Bernaiche-Equalization & Ratio Study

Norm Bernaiche went over the definitions and statistical standards of the 2016 Equalization Ratio with the Board (see attached). The equalization ratio is used by the State of NH and Sullivan County to collect and distribute tax dollars based on assessed value.

•7:10PM Michael Deyett-Georges Mills ERZ (Economic Revitalization Zone)

Michael Deyett, resident and owner of local business and Bridgett Beckwith and Mollie Kaylor, from DRED (NH Dept. of Economic Development) explained the ERZ program. The ERZ tax credit program offers a short-term business tax credit for projects that improve infrastructure and create jobs in designated areas of a municipality. Here is no economic cost or tax burden to a community for implementing a ERZ. The State of NH designates \$825,000 statewide, per year, to be available for ERZ tax credits. The ERZ tax credit is applied against the NH Business Profits Tax. The maximum tax credit per project is \$240,000 and may be maxed out at \$40,000 per year. The proposed ERZ is in Georges Mills. Donna Nashawaty read responses that she received from people on her list serve regarding their experience with ERZ.

**After some discussion, a Motion to authorize the Town Manager to fill out and sign the application to establish a ERZ (Economic Revitalization Zone) as depicted in the drawings in Georges Mills by Selectman Gallup, seconded by Selectman Augustine. Unanimous**

•7:40PM Scott Hazelton-Beech Street

•Scott Hazelton wanted to update the Board on the fifteen (15) year management pavement plan. The pavement management plan was originally started in 2014, as of this year, Scott Hazelton has made significant modification to the plan, as of the roadway inspection results. This year the proposal for paving is going to include Main Street, Lower Main Street and all of Trow Hill Road. The proposal originally was to pave Trow Hill and North Road. The main reason for the changes, Main and Lower Main Streets average approximately 2,000 to 2,200 cars per day and Trow Hill and North Road average approximately 300 to 400 cars per day. The proposal sent out after the vote on March 14<sup>th</sup> will have Main Street done first, Lower Main Street second, then Beech Street and Trow Hill Road. The projects are scheduled to start on May 1<sup>st</sup> and all will be completed before June 30<sup>th</sup>. Scott Hazelton has sent out letters to all the affected residents informing them of the projects and there will be an informational meeting on Wednesday, March 22<sup>nd</sup> at the Safety Services Building.

•Scott Hazelton is proposing to pave the dirt section of Beech Street. It will be paved from the corner up to the Town turnaround at Saville Lane. The dirt section is approximately 500 feet long and it is in between Saville Lane and Maple Street. It is the only “in-town” dirt road and is very inefficient for the Highway department to maintain. There is \$33,225.40 in the Dirt Road Paving Capital Reserve Fund, as of December 2014, and this project would cost \$30,070.00.

**Motion to approved the new road plan and authorize up to \$30,070.00 from the Dirt Road Paving Capital Reserve Fund by Selectman Gottling, seconded by Selectman Gallup**

**Unanimous** Scott Hazelton discussed the Beech Street Continuation with the Board and will work out some options for the Board.

•Donna Nashawaty stated that originally Scott Hazelton had a plan for the Old Abbott Library walkway, but the plan was changed. The contract between the Town and the Historical Society is still being worked on with the Attorneys, but she feels this piece needs to be resolved and know who’s responsible and doing what, before they proceed. At a recent BOS meeting, Scott Hazelton presented a walkway plan, there was discussion regarding highway crew participation, donated materials and work with the Board and Shawn Carroll. The Historical Society did not like the plan Scott Hazelton submitted, so they submitted a new walkway plan, which Scott Hazelton really does not have the staff or the lay-out to do the new walkway plan. The new walkway design was what the Planning Board saw and approved. Donna Nashawaty, Scott Hazelton, Becky Rylander and Barbara Chalmers are meeting next Tuesday to discuss the walkway plan. Selectman Gallup asked if the Highway department could build a temporary set of stairs to get the Thrift Shop up and running downstairs. Scott Hazelton agreed that would be ideal. Donna Nashawaty added that that would give the town time to collect donated items and raise the money for the walkway. Chairman Trow said he spoke to Shawn Carroll on Friday and told him about the changes to the walkway he told Chairman Trow he didn’t want to commit firmly and said he would talk to a couple of his guys to see if the new plan would work. Chairman Trow will call Shawn Carroll about the plan to put steps in right now in place of the walkway. After some discussion, the Board will replace the steps for right now.

**SELECTMEN ACTION**

•Request to Post Weight Limits

**Motion to authorize the Highway Director to post the annual weight limits on town roads by Selectman Gallup, seconded by Selectman Gottling. Unanimous.**

•Request to Fly New England Donor Flag

**Motion to approved the request to fly the New England Donor Flag by Selectman Gottling, seconded by Selectman Gallup. Unanimous**

**TOWN MANAGER REPORTS**

•The Board received and reviewed the February Monthly Budget Report.

•Donna Nashawaty asked what Board Members would be available on Election Day. Chairman Trow, Selectman Gottling and Hastings would be at the polls all day.

**•9:00PM- Motion to go into a Non-Public Session under RSA 91-A:3, II(a)-Dismissal, promotion or setting compensation for public employees by Selectman Gallup, seconded by Selectman Gottling. Roll Call Unanimous**

**The Board discussed the time constraints to do the Town Manager’s reviewed, rescheduled to April 3<sup>rd</sup> BOS Meeting.**

**•9:15PM-The Board returned from non-public session.**

Selectman Augustine asked about Library Director position. Donna Nashawaty reported that Mindy Atwood had been appointed by Library Trustees.

**Meeting adjourned at 9:10PM**

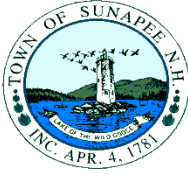
**Submitted by,  
Barbara Vaughn  
Administrative Assistant**

**Approved:\_\_\_\_\_**

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**Joshua Trow, Chairman      Suzanne H. Gottling, Vice Chairman**

\_\_\_\_\_  
**John Augustine                      Frederick Gallup**

\_\_\_\_\_  
**Shane Hastings**



TOWN OF SUNAPEE  
23 Edgemont Road  
Sunapee, New Hampshire 03782  
Phone: (603) 763-2212 Fax: (603) 763-4925

## Memorandum

TO: Board of Selectmen

From: Normand G. Bernaiche, Chief Assessor

Re: Equalization and Ratio Study

Date: February 9, 2017

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### 2016 EQUALIZATION RATIO

The equalization ratio is used by the State of NH and Sullivan County to collect and distribute tax dollars based on assessed value. Every town and city in the state goes through this process every year. While not trying to be exhaustive, I will attempt to supply definitions and statistical standards which help us understand the process. Accompanying this narrative explanation are the numbers which were derived by the State of New Hampshire Department of Revenue Administration for the time period of October 1, 2015 to September 30, 2016. The reason for this date range is to use sales 6 months prior and 6 months after April 1 of every year. There were 104 sales of which 65 were considered arm's length. Last year there were 65 arm's length sales and 63 in 2014.

Individual Ratio – is a single assessment divided by the corresponding sale price of that property.

Overall Assessment Ratio – Total ratio of all valid sales from October 1, thru September 30 of any tax year.

Median Ratio – The middle ratio when a set of ratios is arrayed in order of magnitude. As per state standards the ratio should fall between .90 and 1.10 in the year of certification.

Weighted Mean Ratio – The sum of the assessments divided by the sum of the sales prices in a ratio study. As per state standards the ratio should fall between .90 and 1.10 in the year of certification.

Stratum – A class or subset of the population being studied. For example: Single Family Residential, Waterfront, Vacant Land and Condominiums.

Coefficient of Dispersion – The (COD) is a measure of assessment equity and represents the average deviation of a group of ratios from the median ratio expressed as a percentage of the median. A COD is calculated for the entire sampling and for each stratum. As per National Assessment Standards, CODs should be under 20 in rural and recreation areas, under 15 for older heterogeneous and under 10 for new, more homogeneous areas. Since New Hampshire is generally rural and has diverse property types the state standard is 20.

Price Related Differential – The (PRD) is calculated by dividing the mean ratio by the weighted mean ratio. It measures vertical inequities (differences in the appraisal of low-value and high-value properties) in assessments. PRDs greater than 1.03 tend to indicate assessment regressivity (lower value properties assessed at higher ratios. PRDs less than .98 tend to indicate assessment progressivity (lower-valued properties assessed at lower ratios than higher-valued properties). PRDs in New Hampshire should be between .98 and 1.03 during the year of certification.

### Sunapee's 2016 Ratio Analysis

I have reviewed the most recent ratio study provided by the State and my conclusion is Sunapee's assessment program in performing well. The Weighted Mean Ratio for 2016 is 94.6%. In 2015 it was 97.2%. In 2014 it was 91.7% which was prior to the revaluation. The average sale price was \$294,001. The average sales price for a two-year period from October 2014 to September 2016 is \$348,054. This is because the average sale price in the prior year was almost \$400,000.

The Median Ratio for 2016 is 95.5%. In 2015 it was 96.5%. In 2014 it was 96.7%.

More importantly, our COD is still acceptable in the 2nd year after a revaluation. It is presently 9.1% up from 5.9%. Again, anything under 10% is considered good equity and fairness.

Finally, the PRD for 2016 is 1.01. In 2015 it was 1.00 which indicates the lower priced properties are on average, assessed similarly to higher priced properties. Approaching 1.03 starts to indicate higher priced properties are being treated more favorably to lower priced properties. That is not the case here.

I attempted to look at whether the sales sample was representative of the total population in Sunapee. It appears that all strata are adequately represented. Specifically, I looked very closely at the number of waterfront sales as compared to the total and what that number of sales represented in % of dollars. It was lower in terms of % number of sales. There were 5 lake Sunapee sales as opposed to a normal sampling of 8 would make it more representative. All in all, it appears the sample is an overall adequate representation and the study is valid. We will continue to monitor the various sub-classes of strata to determine what adjustments if any are necessary moving forward.

I am available to discuss the findings of the state and my analysis of it. Attached is the study. Thank You.