

Town of Boscawen
Board of Selectmen
Boscawen Municipal Complex
Final Minutes
Wednesday, December 6, 2017 at 4:30pm

Present: Mark Varney, Roger Sanborn, Bernie Davis, Katie Phelps, Kevin Wyman, Ray Fisher, Dean Hollins, Kellee Jo Easler, Alan Hardy, Nicole Hoyt, Sarah Gerlack

Chair Mark Varney opened the meeting at 4:30pm, led us in the Pledge of Allegiance and a moment of silence.

Attendees - Mark Stetson from Avitar and Keith Gagnon, State Of NH Department Of Revenue Administration -

Purpose behind the meeting is that we are doing our required 5-year property reevaluation next year the state requires us to do a kick off meeting where we go over the basic process of what we are going to do. The goal of the reassessment is to bring the properties up to 100% fair value in compliance with existing state law every five years. So, property values will be brought to market value as of April 1 2018. The Town of Boscawen has already signed a five-year contract to have Avitar come in and complete the assessing evaluation. Our contract stipulates that Avitar will be done by October 1, 2018. On or before October 1, 2018 Avitar will be turning over the project to the Town of Boscawen. As part of that project, we will be reviewing the property cards and updating them with the new data. At the end of the project, they will also be sending over a user manual which is basically a manual that describes the entire process and how we carry-out the annual review. If the tax payers take a look at the manual, they would be able to learn how we went about the whole process Town-wide. Mark will be the supervisor on the job and it will be his third time in Boscawen, so he is pretty familiar with the Town. Mark will have several staff members and many of our staff that will be assisting with the project. They are familiar with the residents of the Town as well. Avitar places values on the utilities as part of the project; that is part of the contract.

The actual revaluation processes starts with Avitar inspecting the sales properties and some of that work has already been done or started over the last four years and it's from the sales that we get the new values. The new base land values and building square foot cost are out in the model and we are able to come up with a ratio of sales to assessments which is as close to 100 percent accurate as possible.

Over the last five years the market has picked up in Town, but not necessarily every class of property is affected the same. Different classes of properties are going to change value at different times and rates. In 2015 the town's ratio was 99.4 percent and in 2016 the ratio was 94 percent meaning the market here and the assessments are based on the sales and looking at the current ratio, the preliminary ratio for 2017 is about 86 percent, (before the revaluation).

At this point it is too early to see where we will be as of April 2018. Mark presented the Board of Selectman with the Equalization Municipal Data form to read and sign. The form authorizes Avitar to release the data that we have already analyzed to the state so they can complete their part of the ratio analysis. Once Avitar analyzes the sales and plugs their findings into their system they do a field review which is a final check on the properties. You will see them pulling into the driveways

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so that they can to assess the land site conditions and to make sure that what they have on the card is there. Mark noted that sometimes, I find that there may be a shed that was missing from the property card, or a new shed that was added to the property. The field review is not the actually review of everyone's property, just a final check. Avitar has data verification from 2013 where they did a process of measuring and listing every property in Town. They have inspected every property in Town where they we able to if it's not posted it may have been two or three years ago but they have been to every property in Town over the review period.

After the field review is complete, the next step will be to send out preliminary notices. Once the informal hearing process is complete if there are any changes as a result we will have a representative that can go to their property and get it assessed and make any changes if changes are required and once the process is complete Avitar will turn it over to the Town .The state requires Avitar to turn in the manual by January 1st, 2019. It's Avitars policy to turn it over when we complete the job on or before October 1st, 2018.

As part of the assessing process they will be assessing solar panels. There is now a value associated with the property. The solar panels do depreciate with age and the starting value of the solar panels are \$600.00 per solar panel brand new.

Keith Gagne –NHDRA - For the reevaluation process the homeowner will get a post card from the NHDRA showing their intent to come out and inspect the property. Residents have an opt -out option and will need to call the number to be removed from the list. The NHDRA will be sitting in on the hearings and review avitar through the entire assessment process.

Michelle Brochu Town Clerk – With the printers being down there is a delay in sending out the renewal letters for January registrations. Once the new printer has been installed later this week they will go out right away. Michelle would like all the departments to look at their portion of the Town Of Boscawen website and let her know of any updates needed.

Bonny John Librarian – There was question to the new parking lay out that is in process Dean Hollins from Public Works is in the process of getting a quote on pavement for the creation of new parking spots that will result in 12 additional parking spots in the back of the building. The library personnel would start parking in the three parking spots closest to the police station and will be marked. The side door does have lights and will be well maintained during the winter. Alan suggested that we add another accessible parking spot to the front of the building. Bonny is also concerned that with the new assigned parking signs for the Town Office Customers only that it leaves little to no room for the library patrons to park. Chairman Mark Varney stated that there is still half a parking lot for the rest of the public to park when they are attending the library.

The discussion continued regarding the lighting Alan Hardy went around the building with electrician Mike Warren to assess the exterior lighting and it was suggested that we add four more lights to the outside of the building where Dean is putting the parking spaces Mike is working on those prices . Mike is trying to get the same lights that we have now; they are LED lights it will cost little to nothing to run them. The other question that was raised about the new parking spots for

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Dean; will they be maintained and treated during this winter. Dean said that they plow it now and will treat it if there is room enough to swing over and park there they push the snow back far enough.

Lawre Murphy Library Trustee – Lawre presented the 2018 proposed budget for the library. She stated that the Library budget is going down \$800.00 for the 2018 budget. They were able to cut back on heating and electricity. Nicole Hoyt questioned about the late fees that get applied from late movies and what is it used towards. Lawre noted that revenue is in a separate account then the budget and they have not used that revenue in about three years they plan to use it this year for some special projects and a new public computer.

MOTION: Chairman Mark Varney made a motion to accept the minutes with amendments from 11/29/2017. Selectman Roger Sanborn seconded. All in favor.

MOTION: Selectman Roger Sanborn made a motion to accept the non-public RSA 91-A: 3, II (a) minutes from 11/29/2017. Chairman Mark Varney seconded. All in favor.

MOTION: Chairman Mark Varney made a motion to accept the non-public RSA 91-A: 3, II (a) minutes from 11/29/2017. Selectman Roger Sanborn seconded. All in favor.

MOTION: Select man Bernie Davis made a motion to accept the non-public RSA91 –A: 3, II (c) minutes from 11/29/2017. Selectman Roger Sanborn seconded. All in favor.

Nicole Hoyt –Administration – Last year we made a donation to the New Hampshire Preservation Alliance in the sum of \$100.00 they are looking for the same donation this year.

MOTION: Selectman Roger Sanborn made a motion to give the NHPA the donation for \$100.00. Selectman Bernie Davis seconded. All in favor.

Katie Phelps Finance - Katie received the Merrimack Valley School District payment summary for December 15, 2017 through May 15, 2018 .The bill payment went down this month due to front loading the payments and giving more support up front in the beginning of the year. This month's payment is \$344,733.63 due Dec. 15, 2017. Prior to this updated bill the payment was \$379,647.63.The School District is trying to be more cost efficient.

Ray Fisher Volunteer Fire Department – The tree in Town is now lit. The Fire Department responded to a fire at Crete's Pallet Shop last Sunday December 3rd 2017 at 6pm. They were able to stop it quickly and Ray went down the next day to give them specks on the stove. The Fire Department bought a trailer for the UTV for \$4500.00 new.

Dean Hollins Public Works – The parking signs are up in front of the Municipal building for Town

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Office Business only parking. Public Works is getting the plow trucks ready for winter and tomorrow we will be closing the park down for limiting access from the tennis court and down to the boat launch.

Kevin Wyman Police Department - Will be presenting the police department budget next week.

Kellee Jo Easler, Planning and Community Development - Kellee presented the Board with five Land Use Change tax forms totaling \$21,150.00 for the Conservation Commission. The York brothers bought the five on Knowlton Road.

The Boscawen Planning Board is having a public listening session regarding the proposed Plains Village District Zoning Ordinance December 12, 2017 at 7:00pm in the Board room at the Town Offices and the fall meeting dates are up on the website as well.

Alan Hardy Administration – Our electrician came in today and went to look at the two generators that Comcast gave us at the transfer station. Dean was right, they were really good to us as they are very nice generators. Alan presented a picture a 60kw single-phase Kohler generator. The only problem is we won't be able to use it at Municipal Office Facility since the building is a three-phase system and the generator is a single phase-system. Dean had an idea to have a conversation with Huckleberry that they may know someone who needs a 60kw and the Town would get the value for it towards a new generator. The second generator may be able to be used for the transfer station in the event that the transfer station loses power; they would still be functional.

Phase two of the walk was to check out the failed utility pole at Jamie Welch Memorial Field. The pole that went down will be replaced and we will have a new electrical system for events like Old Home Day and the Parks and Recreation Summer Program.

The bankruptcy that we have been following has not been agreed to or denied for the hearing that was set for December 8, 2017 and has been moved January 2018. As it stands right now, the loan will be paid back at the required interest rate. The property owners must also keep their taxes current.

Currently the Town is in contract with the state plan for the cell phone coverage and the governmental contract agent and Alan would like to purpose a change. The state contract is currently costing the Town \$895.00 a month for 19 lines and Verizon quoted us at \$555.00 a month for the same number of lines. The 19 lines share 30GB of data which includes cellphones and tablets. Alan suggested that Nicole be put on the cell phone plan and to have the Welfare Administrator on one as well. Ray Fisher and Dean Hollins are both on outside the contracted plan due to service issues and we are looking to get them on the contract, if possible, so everyone will be on the same plan. He proposed adding Nicole and Alan to Chief Wyman and Administrator Davis as service coordinators and Accountant Katie Phelps for billing issues.

MOTION: Chairman Mark Varney made a motion to move forward with the Verizon

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NASPO contract. Selectman Roger Sanborn seconded. All in favor

Alan presented the board with pictures from the cellar from the 1913 library the vent pipe at the top of the furnace had a two and a half inch gap which was a dangerous situation. For now, the system is shut off while options are reviewed. The funds are available to do as we had discussed before and repair or replace the furnace. Alan has spoken with Jake Huckins from Huckleberry and would like to keep the business local and have Jake go in a make a proposal to repair or replace the unit at the chimney and then reset the duct work. The funding will come from the 1913 Library general fund operating account.

MOTION: Chairman Mark Varney made a motion to authorize Alan to get an estimate from Huckleberry and gets the furnace up and running again as soon as possible. Selectman Roger Sanborn seconded. All in favor.

Selectman Bernie Davis announced that tonight that after 20 years on the Board he is resigning and tonight will be his last night as a member of the Board of Selectman and the Planning Board.

MOTION: Chairman Mark Varney made a motion to accept Bernie Davis resignation with regret. Selectman Roger Sanborn seconded. All in favor

MOTION: Chairman Mark Varney made motion to recess the public meeting at 6:10pm. And go into a non- public meeting .Selectman Roger Sanborn seconded. All in favor

MOTION: Chairman Mark Varney made a motion to go into a non-public at 6:10pm. Selectman Roger Sanborn seconded. All in favor

MOTION: Chairman Mark Varney made a motion to come out of the non-public meeting at 6:45pm. Selectman Roger Sanborn seconded. All in favor

MOTION: Chairman Mark Varney made a motion to seal the non-public meeting minutes. Selectman Roger Sanborn seconded. All in favor

MOTION: Chairman Mark Varney made a motion to adjourn the meeting at 6:45pm. Selectman Roger Sanborn seconded. All in favor.