

# TOWN OF LISBON, NEW HAMPSHIRE

## SELECTMEN'S MEETING MINUTES

04/07/2014

**SELECTMEN PRESENT:** Conrad Farnham (CF), Donald Butson (DB), and Stephen Knox (SK)

**SELECTMENT'S OFFICE:** Gregory Colby (GC) Suzanne Tavernier (ST)

**PRESENT:** DRA-Josephine Belville, CNHA and Todd Haywood-Granite Hill Municipal Ser.

CF- 2:00 Made motion to call meeting to order SK 2<sup>nd</sup> so voted all

**J. Belville-** Stated she was there to discuss with the Board the Town wide update and she wanted to explain her roll going forward and other issues that the Town needs to address with regards to assessment review

**T. Haywood-** Said he would be doing the update. Reviewing and bringing values to Market Value.

**J. Belville-** Said she noted the Town was not requiring Haywood to hold a bond, but was withholding 30% until completion. She went on to explain Haywood would be submitting uspap report which explains how he came up with value, such as an example "How much per shed" It explains how the values are arrived at and helps keep things consistent.

**T. Haywood-** Said he would be having two people working for him that he will be supervising. He said for the utilities he would look at state values.

He asked if the town currently uses PSNH values which are usually higher.

He asked if the pole licenses have been renewed yet. He spoke about the current law suit with Fairpoint and after 2011 they would need to be assessed.

He asked if Trumbull was up to date on Pole assessments.

**GC-** Stated that Trumbull had 25% more to complete overall and we would have to check with Trumbull

**Belville-** Asked who would be doing the date entry. She spoke about the Town uses Avitar software and the different codes used regarding assessments.

**SK-** Asked if Haywood looked at those codes to determine value

**Haywood-** Said he would be reviewing sales over the last two years, qualified sales. He said it looks like the town has only had 29 or so qualified sales. Sales that were not bank sales, family sales etc.

**SK-** Said not much has been moving in Lisbon

**Belville-** Said she looks at sales that have occurred, she looks at a sampling.

**SK-** Said Trumbull is finishing up his work, are you coming around after he is completed

**Haywood-** Said he looks at sales, make sure data on those sales is correct, then use as a base to cost out the rest

CF  
DB  
SK

**Belville**- Said she thought Trumbull would be done by the end of May

**DB**-Said so you are not going around measuring, just based on sales.

**Haywood**-Said he would look at the properties but won't be measuring. That is a common mistake people think you are changing the value through the data collected and not sales. It's based on sales

**SK**-I understand when the reins were handed over to Trumbull it was in shambles

**Belville**-Explained that her process, Haywood looks at sales, I review samples and send my results to Haywood. He has 30 days to respond. After the sales analysis will be reviewed the values are set. There is a hearing; public notices will be posted in 2 places.

**SK**-Asked if anything will be mail out to the taxpayers

**DB**- Asked is there a big difference when a notice is mailed

**Haywood**-Said it depends can be same response

**Belville**-State the notice will state when and where hearing will be.

**Haywood**-Noted it has been 5 years, I suspect values will go down.

**SK**- Asked the assessed value?

**Haywood**- Yes, down

**SK**-Asked Haywood if he has done any work in the northern part of state lately?

**Haywood**-Said No, but in 2010 the difference was 5-10% and this time it might be around 7-8%

**Belville**- Asked if there has been an increase in sales

**SK**-Said no, not much moving

**Belville**-Said she would be out in the field, property owners will receive a post card, and she will contact the Town Hall when she is in the area

**SK**-Asked if the post card is sent in advance

**Belville**-Stated they are sent in advance and the Taxpayer can refuse

**SK**-Stated that this year people could potentially have three people looking.

That's why we asked Trumbull to be specific in his letter to the Tax Payers, and that he was not part of the 5 year revaluation.

**Haywood**-Said he would give something to the Selectmen to put on the Town's Web page

**Belville**-Said maybe put something on the web page in regards to the State as well. She stated if the Selectmen wanted to give her a copy of Haywood's contract she would bring it back to Concord with her.

**SK**- Said getting back to the bond issue, why are we not asking for bond?

**Haywood**-Stated I have never been late and the town is holding back 30% until completion. He went on to say it take a large amount of time and added expense to get bond.

**DB**- Said he agreed, it is difficult to line up and the added expense is passed on. I am comfortable with holding back the 30%

**SK**- Said I just wanted to make sure that Greg and Suze are on board with that decision

**Belville**-Said withholding the 30% is an incentive to finish

**DB**- Said I just have a question, you are aware the town has gis, did you take that into consideration. I know many firms has stated it is helpful

**Haywood**- Said I probably wouldn't use it much, when were images done?

**DB**- Stated 2010

**Haywood**-Said it will come in handy for commercial. I am going to drive to as many places as I can. I need to be in the field to do a good review

**Belville**-Said in the field is when he sees what the neighborhood is like and things that factor into price, such as view

**Haywood**-Said I only have one revaluation this year and I have never been late

**SK**-Asked where are you based?

**Haywood**-Concord

**Belville**-Asked if there were any questions regarding Haywood and the revaluation? She said speaking of GIS, that state has a program which Lisbon can utilize, she will check to see if the Town ever signed up. She will show ST how to use the program.

**SK**- Asked when Todd would be starting

**Haywood**-Said today, I have been around town already today. I will be sending someone up to measure sales, then she will come up a couple of days, then I will be back up

**Belville**-Stated she wanted to be kept in the loop

**Haywood**-Said he would run stats to see where we are, it will take a couple of weeks, field review in the most time consuming.

**SK**-Stated that the Town wants to be kept in the loop as well

**Haywood**-Stated that in his contract it address monthly reports

**SK**-Asked if the Selectmen could be told early if there is any huge value changes

**Haywood**-Stated the Selectmen have to approve the values before they go out

**GC**-Asked about the commercial properties in town

**Haywood**-Stated hopefully, data is good and will use Marshall & Swift manual

**Belville**-Stated that Marshall is what most use. She went on to say another item that needs to be addressed is the assessment review. The town did not do will, did not meet standards. The former Board wrote to the DRA and change the next assessment review to 2014, it's best to tackle it this year. I will sit down with Suze. We will send out notices and meet with people. I will show her what needs to be done.

**SK**- Asked what is the assessment review?

**Belville**- Said every 5 years the State reviews all assessing practices, there are that need areas that need work. I will sit down with Suze and we will establish a system that she is comfortable with, she will be doing them on her own in the future.

**DB**- Asked can we assume the new assessed revaluation will correct these errors?

**GC**- Said not, Todd's 5 year. Trumbull's will, his update should clean it up

**DEPARTMENT HEAD**-Police J.Tavernier- Said he has put the cruiser on purchase, and asked if the Board has found a welfare administrator replacement yet.

**CF**-Made a motion to enter into non-public regarding personnel (RSA 91:a3III)

**DB** 2<sup>nd</sup> so voted all

## **PUBLIC**

**DEPARTMENT HEAD-Tax Collector-Jennifer Trelfa** presented the Board with paperwork to sign regarding Grove Hill. She presented the Board with a candidate for supervisor of checklist, Skyler Boutin. The Board agreed to appoint Skyler.

**Jenny** Said she would need to send Boutin to Concord for training the problem is there is no money in the budget, so she will have to find it somewhere.

**Trelfa**-Said the office will be closed on Wednesday, she is taking the day off and there is no deputy, so the office will be closed

**Trelfa**-Said in regard to the special hearing for the Capital Reserve, there will have to be a supervisor's session. The day of hearing will need supervisors, ballot clerks, and moderator. She said she did not budget for this hearing, as it was unplanned.

**GC**-Said the Fire Department will cover the cost associated with the hearing

**Trelfa**-Told the Board she had been contacted by DRA, the Town currently does not have a Deputy Tax Collector and has to have one by statute. She will put Suze back on for now, but will need to address this

**SK**-Said he would hate to see Suze not keep her training up, she was state trained and I would hate to see us waste it

**Trelfa**-Said she can't do both there is too much work, we try to help each other when we can. The whole point in cross training someone was so they could work in both offices, but that is when we had three people. It doesn't work now.

## **DEPARTMENT HEAD-Fire George Stevens**

**DB**- Made a motion to enter into non-public regarding personnel (RSA 91:a3III)

**SK 2<sup>nd</sup>** so voted all

**PUBLIC**-Department Head-George Stevens-Asked about special hearing.

**ST**- We will be setting in up have to coordinate with Town Clerk, have to treat like regular Town Meeting.

**GS**-Said moving forward maybe the Selectmen should make Selectmen Agents of all future Capital Reserve Funds

**SK**-Asked about revolving funds, and selectmen as agents, why all Capital Reserves are not always set up that way

**GC**-Stated basically, it's to protect the voters, so they have some say on spending

**GS**-Said they were set up in the past to keep up with inflation, if you had told me 20 years ago how much a fire truck cost today, I would say you were crazy

**GS**-Asked how do we accept donations?

**ST & GC** Both responded, need to have Selectmen Accept the money in meeting

**GS**-Said that has not been done in the past, moving forward that is what we need to do? What would be required to set up a non-profit?

**GC**-Said a lot, there is a great deal of paper work that had to be filed with the AG office, it is lengthy

**GS**-Said he would prefer spending his time as a firefighter not on paperwork

**GC**-Said where is the money going now?

**GS**-Said in the bank, the treasurer has the statements come to the Town Hall

**GC**-Asked ST if she receives statement to the account

**ST**-Replied No, do you mean the Town Treasurer or the Fire Department Treasurer?

**GS**-Answered Fire Department Treasurer

**GC**-Said it is not set up properly; it needs to be in the hands of the Town Treasurer

**GS**-Asked if we could set up revolving equipment fund?

**SK**- Said we are not legal currently and need to fix it

**DB**- Said we want it done right, but still let the Fire Department use the money.

**GS**- Said we have spent money in the past, when we get donations. We have used the money to buy t-shirts for the guys. We have in the past, used the money for Christmas party.

**SK**-Said we need to correct this

**GS**- Said if we can't establish a non-profit, what about revolving fund? What I would like to do is establish fund, asked the Firemen what they need or want then come to the Board, it would not come from general fund

**GC**- Said revolving funds are very specific, my guess is you need to establish a trust fund, in the meantime if you are asked about a donation have them donate equipment. We need to bring the money into the general fund, present a warrant at next year's Town meeting to establish a trust fund

**DB**-Said Greg you know what we are looking for, we need you to see what we need to do to fix

**GC**-Asked George how much in in account?

**GS**- Said about 10,000.00. We know we need to do something. In Littleton they have established the hose company

**GC**-Said maybe a "Friends of" or Fire Assoc.

**SK**-Said George, give Greg and Suze time to work on this

**SELECTMEN'S OFFICE**-SK made a motion to accept minutes as written DB 2<sup>nd</sup> so voted

Selectmen reviewed rates for Life Squad-DB made motion to accept rates SK 2<sup>nd</sup> so voted

Selectmen reviewed new employment application forms-CF made a motion to adopt new forms DB 2<sup>nd</sup> so voted

Application for Town Hall reviewed, allow to use with stipulation of rental customer having priority

The Board reviewed Trumbull's response to Shared Ministries and exempt status

**SK**- Asked Greg where do you stand on this issue

**GC**-Said I think we should reach out to the church and have a conversation, state law and case law says it's taxable, but we need to have the conversation.

**SK**-Said I agree we need all parties in the room

**GC**-They are benefiting from the town services, maybe a payment of lieu of taxes We need to look to see what they intend to use going forward.

**SK**-Said Conrad you said you had concerns about the conditions, maybe a walk through inspection

**DB**-Said if it's in that bad of a shape, would seem like a high assessment  
**SK**-Asked if a meeting with Rev. Winters, John and Selectboard could be set up  
**DB**-Said she can have Tom and Bob come as well, if it's what she wants.

**NON-PUBLIC:** Buffington **Fund applications (RSA 91:a3III)** **DB** made motion to enter non-public to review applications **CF**2<sup>nd</sup> so voted all

**GC**- Asked the Board if they were ready to vote on the job description for new part time police officer position. If not he suggested they vote on it next week at the latest.

**DB**- Said I am ok with it, I appreciate how the Chief broke it down for us, he made it so I could wrap my head around it

**CF**-Said I am ready, I ok with it

**CF** Made a motion to accept the part time police officers job description as written **DB** 2<sup>nd</sup> so voted all

**SK**- Asked if the Board could get a break down of the stipends given out each year

**CF** Made a motion to adjourn **DB** 2<sup>nd</sup> so voted