

**Tri-Town Assessing  
Joint Board of the  
Towns of Sunapee, Newbury and New London  
July 10, 2018  
New London Town Office**

**Present:** Dennis Pavlicek, Chairman (Newbury Town Administrator), Joy Nowell (Newbury Select Board), Tina Helm (New London resident), Donna Nashawaty (Sunapee Town Manager), Kim Hallquist (New London Town Administrator), Sue Gottling (Sunapee Select Board), Gary Daniels (Newbury Resident), Norm Bernaiche (Chief Assessor), Kris McAllister (Assessor), Cary Lagace (New London Land Use & Assessing Coordinator).

Chairman Dennis Pavlicek called the meeting to order at 10:02 a.m.

**Minutes of April 3, 2018:** Joy Nowell made a motion to approve the minutes of April 3, 2018, seconded by Kim Hallquist. The motion passed with all in favor and Gary Daniels abstained.

**Budget Recap (2018 year-to-date):** Norm stated that there is 47% spent of the Assessing budget; noting Workers Compensation will be paid next month. He also noted that the NRAAO gave a credit for Kris not being able to attend their conference, which went back into "Staff Development". It was noted by Dennis that the computer services are being paid out on a monthly basis, additionally he stated that Newbury has billed out to the two other communities 2 quarters at this point.

**Retirement Stipend:** Dennis discussed that at present Norm Bernaiche receives a retirement stipend of \$45/pay period that the auditors have indicated should be handled in a different fashion in order to avoid having to issue a 1099. Following discussion with Norm regarding the stipend it was agreed that he would be fine with it being added to his gross salary. It was noted that originally it was handle through the stipend in order to keep the salary for the position down. It was noted that doing it in this manner will require that taxes and retirement be taken to cover the new amount, Kim pointed out that it should make it easier for Newbury.

Donna Nashawaty moved to increase Norm Bernaiches salary based on the \$45 per pay period, Joy Nowell seconded and the motion passed unanimously.

**Quarterly Recap-Norm Bernaiche:**

**Avitar Software conversions:** Norm began by explaining that the conversion to Avitar in New London is well underway with Avitar writing some additional scripts to correct potential problem areas. He noted that any work such as the scripts will be available and implemented in the Sunapee and Newbury conversions. There was a brief discussion regarding the sketching that needs to be completed in New London with Norm expressing that its very challenging at this time as New London's Planning & Zoning Boards have been extremely busy which is limiting the amount of time Cary has to sketch, in order for the goal to be reached she would have to be available to sketch 50% of her time. The goal is to have the sketching in New London completed by October.

**Court Appeals/Abatements:** Norm noted that there aren't any current court appeals and all abatements have been addressed with September being the deadline for appeals to the BTLA or Superior Court of abatement decisions.

**MS-1 Reporting:** Norm stated that MS-1 reporting will be on time and will not be done through Avitar at this time as they continue to use Vision at this time until the full conversion to Avitar is complete and tested. There was discussion regarding utilizing Avitar in the different communities at different times, New London's target date to go live with Avitar is next year as soon as they have good values with the other communities to follow. Kris commented that sketching is time consuming and with the massive growth in all the communities it will be a challenge to complete.

**Management School:** Norm reviewed his attendance at Primex management school, noting that there was great interaction and it was very enlightening. He learned a lot of valuable information on how to deal with many different personalities and how to communicate better with everyone including managers and staff. Norm added that it is different from community to community how things are dealt with. Tina inquired why it would be different in the different communities. Norm explained that there are different management styles, personalities and even the customers are different and need to be handled differently. Overall it was a very good experience.

Norm and the Board members congratulated Kris on the award she received from NRAAO that Norm accepted on her behalf at the conference. She was awarded "The Sherry Vermilya Award" in recognition of outstanding service to the Assessment profession.

**Ratio Studies:** Norm explained that the ratio studies are under way with Newbury being approximately 1/2 complete, Sunapee about 1/3 complete and New London's not started yet. He advised that the studies are produced using sales through September 30<sup>th</sup>. The studies provide an idea of where the market is at. There was a brief discussion regarding the market boom that is currently happening with Norm noting that there is usually a slump that follows these market highs and they try to anticipate that to some degree when doing a revaluation.

**New USPAP (Uniform Standards of Professional Appraisal Practice) requirements:** Norm explained that the DRA and ASB have implemented a requirement that a USPAP manual being completed within 30 days of values being set, he has determined that through the utilization of Avitar it is built into the program so it won't be a problem for these communities however it will provide challenges for other communities.

**Tax Mapping Project New London:** Norm advised that New London should have preliminary Tax Maps by the end of September. He has been informing the community that there will be changes coming by way of articles in Municipal Matters. Norm gave a description of how the maps are different now based on changes in aerial photos that can now pick up on the actual shape of the earth versus the maps being created as though it is a flat surface. There was discussion regarding how mapping changes have affected other communities with Kris noting that when she was involved in a mapping project in Effingham it was a really bad experience and Donna commenting that when Sunapee went through it, it really wasn't bad. There was further discussion regarding hearings and Kim commented that she thinks the lots with the biggest issue may be the ones in Current Use where size changes could impact eligibility.

**Miscellaneous:** Donna commented that through the software conversion she has learned that perhaps each community has different levels of support to Norm & Kris and in each community they may be doing different amounts of their own clerical type work. She requested that Norm, for a future meeting put together some semblance of what each community is like in terms of the level of support received. There was discussion that workloads could shift based on the level of activity in the Planning & Zoning departments. Tina added this could be a helpful discussion and perhaps resources could be shared. Dennis requested that the topic be put on a future agenda.

**Set Next Meeting Date:** The next meeting was scheduled for September 18, 2018 in Sunapee at 8:00 a.m.

Kim Hallquist moved to enter non-public, seconded by Donna Nashawaty. Roll call vote. All in favor. Entered non-public at 10:55 a.m.

**Non-Public:**

Moved to end non-public, seconded by . All in favor.

Motion to adjourn.

Respectfully submitted,

Cary Lagace  
Land Use & Assessing Coordinator