

1 **BOARD OF SELECTMEN**

2 **Draft Meeting June 5, 2017**

3

4 **CALL TO ORDER:** Chairman Ross McLeod called the meeting to order at 7:00 PM.  
5 Selectmen Joel Desilets, Roger Hohenberger, Bruce Breton and Jennifer Simmons were  
6 present. Town Administrator David Sullivan was also present. Chairman McLeod opened  
7 with the Pledge of Allegiance.

8

9 **Announcements**

10 Town day will be June 24, 2017 at Griffin Park from 12:00-2:00. The fireworks will be  
11 June 28, 2017 at the High School. The parking lot opens at 5:30 p.m. The Concert will be  
12 at 7:15 p.m. Rain date is June 29, 2017.

13

14 Chief McPherson introduced the new Deputy Fire Chief, Steve Brady. He came from the  
15 Town of Amherst, is a nationally registered paramedic and has an IT background.

16

17 Mr. Desilets recognized the individuals that helped out with a terrible car accident. His  
18 thoughts go out to those injured.

19

20 **Committee interviews**

21 ***Trustees of the Museum***

22 Dennis Root, Bob Coole and Derek Saffie were interested. Amy Marie Regan withdrew  
23 her candidacy.

24 **MOTION:** Mr. Breton made a motion to appoint Dennis Root and Derek Saffie as  
25 regular members and Bob Coole as an alternate, all for three years. Ms. Simmons  
26 seconded the motion.

27 Vote 5-0.

28 Motion carried.

29

30 **Tax Abatement Recommendations**

31 Joe Lessard with Municipal Resources was present. He noted that he would be retiring as  
32 of June 30, 2017. Mr. Paul McKinney and Mr. Scott March would continue as the  
33 consultants from MRI. Mr. McKinney was present to help present their  
34 recommendations.

35

36 ***0-H-0, Rights of Way***

37 This is for the telephone company, Fairpoint. They filed their 6<sup>th</sup> appeal; appeals have  
38 been ongoing since 2011. There is new legislation to allow them to appeal. MRI would  
39 recommend the abatement be denied for 2016.

40

41 **MOTION:** Mr. Desilets made a motion to deny the abatement as recommended by the  
42 assessing consultants for 0-H-0. Mr. Hohenberger seconded the motion.

43

44 **Discussion:** Mr. McLeod noted an article in the June 2, 2017 edition of the *Union Leader*  
45 stated that the highest courts upheld property tax assessments for property owned by  
46 utility companies.

47

48 Vote 5-0.

49 Motion carried.

50

51 *3-B-814, 68 Northland Road*

52 Mr. Lessard noted the taxpayer felt the assessment was incorrect. The property was  
53 purchased for \$660,000; an appraisal indicated a value of \$695,000; and it was assessed  
54 for \$773,700. Upon review, the gross living area was found to be incorrect and reduced  
55 by roughly 35%, which resulted in the assessment being reduced by \$138,100 to  
56 \$635,600 and a recommended abatement of \$3,013.34.

57

58 Mr. Desilets questioned what the discrepancies were before the revaluation in 2015. Mr.  
59 Lessard noted it was assessed at \$779,000. The old living area was 5,314 SF and is now  
60 3,368 SF.

61

62 Mr. Hohenberger questioned why it was off by such a large amount. Mr. Lessard was  
63 unsure but noted the revaluation company inspected it in May of 2015.

64

65 *Justine Robinson, 68 Northland Road*

66 Ms. Robinson is the property owner and added that the property card had a different  
67 address and indicated a finished basement.

68

69 Mr. Hohenberger had concern that the purchase price is actually below what the full  
70 valuation would be.

71

72 Mr. Lessard explained that they apply the current ratio of 91% to the valuation of the  
73 home. In a revaluation year, they would hope to be as close to 100% of the market value  
74 as possible. The assessment ratio fell in 2015 to 95% and in 2016 to 91% of the market  
75 value.

76

77 Mr. Desilets questioned why they wouldn't set the value at 100% now that they know the  
78 correct footage. Mr. Lessard explained that everyone else is assessed at 91% of current  
79 market value so you want them to be at 91% so when they go through a revaluation, they  
80 will be on par with the rest of the town.

81

82 **MOTION:** Mr. Desilets made a motion to grant the abatement for Map 3 Lot B-814 in  
83 the amount of \$3,013.34 plus applicable interest as recommended by the assessors. Mr.  
84 Breton seconded the motion.

85 Vote 4-1. Mr. Hohenberger opposed.

86 Motion carried.

87

88 *3-B-835, 34 Jacob Road*

89 Mr. Lessard noted again, they had incorrect building measurements. As a result, the gross  
90 living area was reduced by 15%. This resulted in the assessment being reduced \$64,100  
91 from \$673,700 to \$609,600. The abatement amount would be \$1,398,66 plus applicable  
92 interest.

93

94 Mr. Hohenberger expressed concern that the proposed assessment is significantly below  
95 what they paid for the home two years ago. Mr. Desilets agreed.

96

97 Mr. Sullivan noted they need to look at the equalized assessment. When they bring it to  
98 100%, the assessment may be higher than what they paid.

99

100 Mr. Lessard noted that \$665,000 would be the 100% equalized value. They don't chase  
101 sale prices; they try and find the market value for the home.

102

103 **MOTION:** Mr. Desilets made a motion to deny the abatement for the property located at

104 Map 3 Lot B-815. Mr. Hohenberger seconded the motion.

105 Vote 2-3. Mr. Breton, Ms. Simmons and Mr. McLeod opposed.

106 Motion failed.

107

108 **MOTION:** Ms. Simmons made a motion to grant the abatement request for 34 Jacob

109 Road in the amount of \$1,398.66 plus applicable interest as recommended by the

110 assessors. Mr. Breton seconded the motion.

111 Vote 3-2. Mr. Hohenberger and Mr. Desilets opposed.

112 Motion carried.

113

114 *3-B-1219, 21 Duston Road*

115 Mr. Lessard noted there were incorrect building measurements. As a result of the  
116 inspection, the gross living area was reduced by 11%. This resulted in the assessment  
117 being reduced \$41,900 from \$615,400 to \$573,500. They recommend an abatement in the  
118 amount of \$914.26 plus any applicable interest.

119

120 Mr. Desilets questioned if they had the assessment correct before the revaluation. Mr.

121 Lessard would need to look at the 2014 property card. He added that when they last did a

122 revaluation, there was no town assessor spot checking assessments so there was no

123 double check to make sure changes were accurate. They will go back and look at these

124 properties.

125

126 Mr. Desilets added that if they are going to take a house with a tax card and increase the  
127 square footage, they shouldn't proceed without a double check. Mr. McKinney noted that  
128 the revaluation company didn't do a physical check of the interior.

129

130 **MOTION:** Mr. Desilets made a motion to grant the abatement request for 21 Dunston

131 Road in the amount of \$914.26 plus any applicable interest as recommended by the

132 assessors. Mr. Hohenberger seconded the motion.

133 Vote 5-0.

134 Motion carried.

135

136 *11-A-811, 6 Oriole Road*

137 Mr. Lessard noted there were incorrect building measurements and the assessment is

138 higher than other comparable homes in the area. As a result the living area was reduced

139 by 7%. This resulted in the assessment being reduced \$40,800 from \$469,300 to  
140 \$428,500. They recommend an abatement of \$890.26.

141

142 **MOTION:** Mr. Desilets made a motion to approve the abatement for 6 Oriole Road in  
143 the amount of \$890.26 plus any applicable interest as recommended by the assessors. Mr.  
144 Hohenberger seconded the motion.

145 Vote 5-0.

146 Motion carried.

147

148 *16-D-400, Indian Rock Road*

149 Mr. Lessard noted this is a 20-acre vacant parcel next to the Post Office. The applicant  
150 believes there was an error in the assessment for the 2011 tax year. There is an option  
151 agreement for a roadway easement. The owners believe the agreement does not mention  
152 the subject property and as such the assessment change that occurred in 2011 was  
153 incorrect. They are requesting reimbursement from 2011 to present. The time to file an  
154 abatement was March 1st. They had not filed an abatement request until 2016. They are  
155 recommending the request be denied as they believe the property is in line with properties  
156 in the area and the applicant did not file a timely request until the current tax year of  
157 2016.

158

159 Mr. Hohenberger questioned what the status of the easement was. Mr. Lessard explained  
160 the easement is across the Post Office property, which abuts this parcel. The easement is  
161 for a potential road but it expires in 2020.

162

163 **MOTION:** Mr. Desilets made a motion to deny the abatement request for Map 16 Lot D-  
164 400 as recommended by the assessors. Mr. Hohenberger seconded the motion.

165

166 *Discussion:* Mr. Desilets questioned why the property owner was asking for an  
167 abatement. Mr. Lessard noted that if the town exercised the easement, there would be a  
168 road build across the Post Office lot to his property. In 2011, his assessment increased  
169 because of the easement. In 2020 if that easement no longer exists, it would effect the  
170 value of his property.

171

172 Vote 4-1. Mr. Hohenberger opposed.

173 Motion carried.

174

175 *18-L-4, 8 Woodvue Road*

176 Mr. McKinney noted the applicant had concern with the assessment as compared to an  
177 appraisal dated April 1, 2016 indicating a property value of \$485,000. The deadline for  
178 filing an abatement was March 1, 2017; their application was not received until March  
179 17, 2017 so they are recommending denial. They will take a look at the property for this  
180 year's value and adjust it if needed for the second bill.

181

182 The Board questioned why they would adjust it without an abatement. Mr. McKinney  
183 noted they can adjust the value on April 1, 2017 as long as the final bill has not gone out.

184 If the final bill has gone out, they would need to file an abatement. If there is an error in  
185 the property, they would fix it for the second bill.

186

187 Mr. Desilets recommended notifying the public of the critical dates. Mr. Sullivan noted  
188 they would do a press release next year. Mr. Lessard added that the dates are on their tax  
189 bills.

190

191 **MOTION:** Mr. Desilets made a motion to deny the abatement for 18-L-4 as  
192 recommended by the assessors. Mr. Hohenberger seconded the motion.

193 Vote 5-0.

194 Motion carried.

195

196 **NON-PUBLIC SESSION:** Mr. Hohenberger made a motion to go into non-public  
197 session in accordance with RSA 91-A:3 II (e) Mr. Breton seconded the motion. Passed  
198 unanimously. Roll call vote all “yes”.

199

200 The Board discussed implementing processes and procedures related to tax assessments  
201 for the revaluation in 2020.

202

203 **MOTION:** Mr. Desilets made a motion to continue implementation of the process legal  
204 council identified related to tax assessments through 2020. Mr. Hohenberger seconded  
205 the motion.

206 Vote 5-0.

207 Motion carried.

208

### 209 **Joe Maynard – Request to install Sidewalk**

210 Mr. Maynard noted that originally they intended on connecting the backside of the new  
211 subdivision at Lot 13-C-123 and 13-C-200 through the woods to the rail trail. They  
212 petitioned the State to allow that and the State wanted them to look at the public benefit  
213 and instead recommended a sidewalk. The abutters agreed to the sidewalk with minor  
214 additional work to be done on Roulston Road. He needed the Board to approval the  
215 proposal because there is town-owned land that would be affected. They would do some  
216 drainage improvements along Roulston Road. Jack McCartney reviewed the plans and  
217 made some suggestions, which they will implement.

218

### 219 *Jake Cross, Stonehenge Road*

220 Mr. Cross was in favor of the project, especially from a safety aspect. He requested they  
221 go another 610’ all the way up to the Stonehenge Development.

222

223 Mr. Desilets was in favor of the sidewalks and also received communication from  
224 residents in favor.

225

226 Mr. Hohenberger added that sidewalks require maintenance on the part of the town and  
227 no one uses them. He thinks it sounds good but is not needed.

228

229 **MOTION:** Mr. Desilets made a motion to approve the sidewalk plan and the work on  
230 town property as presented. Mr. Breton seconded the motion.

231

232 *Discussion:* Mr. Breton questioned if they could put in a small parking area on the town-  
233 owned parcel. They could have the sidewalk go to the parking lot and come off the other  
234 end. It would alleviate some of the parking along Roulston Road.

235

236 Mr. Desilets agreed it sounded like a prudent concept and requested the Planning Board  
237 review any plans.

238

239 Mr. McLeod questioned Mr. McCartney if he would have issues with a parking area. Mr.  
240 McCartney had no issues, but thought they would need to make sure it was clearly  
241 separate from the Medicus parking lot.

242

243 Mr. Maynard had some concerns about drainage and increased impervious surfaces.  
244 There was an abutter that had some concerns with runoff, which would increase with a  
245 parking lot. He would need to engineer drainage and look to fill in some of the slopes.

246

247 **MOTION:** Mr. Desilets made a motion to approve the sidewalk as presented from the  
248 East side of the Medicus parking lot to the West side of the 16 Roulston Road driveway  
249 with the understanding that Mr. Maynard would work out a plan for the parking area that  
250 would connect the Medicus parking lot to 16 Roulston Road. Mr. Breton seconded the  
251 motion.

252 Vote 4-1. Mr. Hohenberger opposed.

253

Motion carried.

254

### 255 **Transfer Station Structure**

256 Mr. McLeod and Mr. Sullivan summarized the options that were presented by Mr.  
257 Sullivan on May 22, 2017.

258

259 Mr. Sullivan recommended they go with Option 3, which would have both a General  
260 Service Manager as well as an Assistant Manager. That would ensure the Transfer Station  
261 would not be autonomous. The Town has two employees currently doing these jobs in  
262 other positions who work very well together. He reiterated he wanted both positions to be  
263 filled by working managers.

264

265 Mr. Hohenberger liked Option 3, which provides the ability to spread employees over  
266 more of the departments.

267

268 Ms. Simmons was also in favor of Option 3, which allowed for succession and the  
269 addition of two part-time operators at the Transfer Station.

270

271 Mr. Desilets did not want to address the hours of operation for the Transfer Station that  
272 evening. He suggested having the Assistant Manager serve as the full-time working  
273 manager of the Transfer Station and the General Manager serve as the full-time working

274 manager of Highway and Maintenance. He added they needed to determine where the  
275 Recreation responsibilities would fall.

276  
277 Mr. McLeod liked the idea of working managers. He looked more favorably on Option 2,  
278 which had a Forman for each department. Option 3 is slightly more expensive for the  
279 town if everyone was at a top pay step. He did have a discussion with Cheryl Haas about  
280 the Recreation responsibilities and believed she would be the best person to manage the  
281 fields and related items.

282  
283 Mr. Breton noted that was why he wanted to discuss the charge of the Recreation  
284 Committee to determine those responsibilities.

285  
286 Mr. Sullivan noted the candidate for the General Services Manager already has the  
287 Highway experience and the candidate for the Assistant Manager has the Transfer Station  
288 experience. He believed they would share the coordination of Maintenance. He did not  
289 see Recreation changing since Ms. Haas did a good job working with both candidates.

290  
291 Ms. Simmons questioned why Recreation wouldn't fall under this. Mr. Sullivan noted it  
292 is currently running fine on its own.

293  
294 **MOTION:** Mr. Desilets made a motion to support the recommendation of staff and  
295 implement Option 3 as the new structure for the Transfer Station, Highway, and  
296 Maintenance areas. Also, to authorize staff to move forward with advertising for the two  
297 part-time 25-hour operator positions for the Transfer Station. Mr. Hohenberger seconded  
298 the motion.

299  
300 *Discussion:*

301 *Bob Coole*  
302 Mr. Coole questioned if they should add a slight increase to Cheryl Hass' salary for the  
303 changes to her job description.

304  
305 Mr. McLeod noted that Mr. Sullivan did present salary grades and ranges. The candidate  
306 for the General Manager would get a one step increase from Grade 24 to Grade 25 but  
307 not until next year. The candidate for Assistant Manager would see an immediate 5%  
308 increase with more steps added for potential growth over time. That candidate is currently  
309 at a Step 15. There would be a potential savings of \$57,000 or \$28,000 savings if  
310 everyone is at a top step.

311  
312 *Barbara Cosh*

313 Ms. Cosh suggested that Ms. Haas may eventually take over her responsibilities at the  
314 Senior Center.

315  
316 *Dennis Senibaldi*

317 Mr. Senibaldi concurs that Option 3 is the best route. He had several conversations with  
318 Mr. Sullivan and Mr. McCartney. The working relationships are already there between  
319 him and Mr. McCartney.

320

321 In terms of hours for the Transfer Station, he would suggest offering some night hours,  
322 and possibly staying open until 7:00 p.m. He also hoped the Board would authorize the  
323 hiring of the additional part-time operators.

324

325 Vote 5-0.

326 Motion carried.

327

328 Mr. McLeod requested that when Mr. Sullivan drafts the job descriptions, to consider the  
329 responsibilities of the Recreation Coordinator as well. Mr. Breton noted he has been  
330 working with Ms. Haas on that and recommended they put it on the agenda to discuss at  
331 the next meeting.

332

333 Mr. Hohenberger also spoke with Ms. Haas and wants to make sure nothing is going to  
334 change drastically.

335

336 Mr. Sullivan suggested reviewing the job descriptions at the June 26, 2017 meeting when  
337 he can be present. They can also discuss the hours of operation for the Transfer Station.

338

339 **MOTION:** Mr. Desilets made a motion to promote Jack McCartney to the General  
340 Services Manager and Dennis Sennibaldi to the Assistant General Service Manager  
341 effective June 8, 2017 and to eliminate the Transfer Station Supervisor Position and  
342 Highway Agent position and allow Mr. Sullivan to implement the change short of having  
343 job descriptions in place. Mr. Breton seconded the motion.

344

Vote 5-0.

345

Motion carried.

346

### 347 **Employee Survey Results**

348 Mr. Desilets reviewed the positive results they received which included: 98%-100% of  
349 respondents said they know what is expected of them; deadlines are reasonable; and the  
350 majority believes they can discuss items in confidence with their immediate supervisor.  
351 Not a single respondent said they don't have the resources, material and equipment to do  
352 their job. Management exhibits the highest degree of honesty and integrity. He would like  
353 to strive for 100% of employees believing they are treated with respect due to age,  
354 gender, ethnicity and disability. He didn't see anything out of the ordinary for folks  
355 currently looking for a new job or having looked in the past year. The Board of  
356 Selectmen didn't do well. Only 1 out of 3 employees believe their satisfaction is a top  
357 priority of the Board and their contributions aren't valued. He is fully committed to  
358 whatever changes the board agrees to.

359

360 Mr. Sullivan noted the new HR manager started and is doing very well. One of the first  
361 things she asked for was the employee survey.

362

363 Mr. Desilets excused himself from the meeting.

364



365 Ms. Simmons would like to meet with the new HR Coordinator. She would also like to  
366 have roundtable discussion with the various departments.

367  
368 Mr. Sullivan would like to see the Board meet with everyone as a group and then break  
369 out into smaller groups.

370  
371 Mr. Breton would like to interact with various departments on a weekly basis.

372  
373 Ms. Simmons would like to see each department do a team building activity and have a  
374 Board member attend it.

375  
376 Ms. Simmons also suggested monthly newsletters with updates from each department.  
377 She also wanted to improve employee evaluations.

378  
379 *Barbara Cosh*  
380 She would love for them to drop into the Senior Center.

381  
382 **Catch Basin Cleaning**

383 The Board discussed whether to exercise the Year 2 option for this service or place it  
384 back out to bid. If they stayed with Bellemore, it would be at \$32/basin, which is a \$1.25  
385 increase. Bellemore was the only clamshell bid. The rest of the bids they received last  
386 year were vacuum cleaning at a cost of up to \$31.25 with flagger costs.

387  
388 The Board discussed whether it was more efficient to clean using a clamshell or a  
389 vacuum. Mr. McCartney noted they have no issues with the clamshell because they stay  
390 on top of cleaning the basins. Vacuuming is a more thorough process. He added that over  
391 the next few years, they will need to inspect every basin on a yearly basis.

392  
393 Mr. Sullivan noted that last year the clamshell bid was \$30.75/basin without a police  
394 detail. The Vacuum was \$31.25/basin, but they had to pay \$30 for a flagger.

395  
396 **MOTION:** Mr. Hohenberger made a motion to exercise the option for a second year with  
397 Bellemore not to exceed \$32.00/basin. Ms. Simmons seconded the motion.

398 Vote 3-0-1. Mr. Breton abstained.

399 Motion carried.

400

401 **Old Business**

402 Mr. McLeod noted Margaret Case arranged a meeting with Brian Christenson from  
403 Comcast to review his concerns about the Cable Contract Renewal. All of his concerns  
404 were resolved and he appreciated Ms. Case's effort in setting up that meeting.

405

406 **New Business**

407 The Board discussed whether they should establish a Memorial Day Committee to  
408 coordinate the celebration. Mr. Sullivan noted that Ms. Haas will be more involved going  
409 forward and will communicate with all parties involved.

410

411 **Review of Minutes**

412 **MOTION:** Ms. Simmons made a motion to approve the May 8, 2017 minutes as  
413 amended. Mr. Breton seconded the motion.

414 Vote 4-0.

415 Motion carried.

416

417 **MOTION:** Ms. Simmons made a motion to approve the May 22, 2017 minutes as  
418 amended. Mr. Breton seconded the motion.

419 Vote 4-0.

420 Motion carried.

421

422 Mr. Sullivan spoke with Mr. Nick Shea about his interest in the Local Energy Committee  
423 and he was interested in taking one of the positions.

424

425 **MOTION:** Mr. Hohenberger made a motion to appoint Mr. Shea to the Local Energy  
426 Commission for a one-year position until 2018. Ms. Simmons seconded the motion.

427 Vote 4-0.

428 Motion carried.

429

430 Mr. Sullivan added they have an advertisement out for filling the remaining vacancies for  
431 Boards and Committees. The deadline is June 14, 2017.

432

433 **NON-PUBLIC SESSION:** Mr. Hohenberger made a motion to go into non-public  
434 session in accordance with RSA 91-A:3 II (c) Ms. Simmons seconded the motion. Passed  
435 unanimously. Roll call vote all “yes”.

436

437 The Board discussed a forbearance agreement.

438

439 **MOTION:** Ms. Simmons made a motion to authorize Mr. Sullivan to extend payment for  
440 the forbearance agreement until June 9, 2017. Mr. Breton seconded the motion.

441 Vote 3-1. Mr. Hohenberger opposed.

442 Motion carried.

443

444 Mr. Sullivan updated the Board on a matter of reputations. No decisions.

445

446 **MOTION:** Mr. Hohenberger made a motion to adjourn. Ms. Simmons seconded the  
447 motion.

448 Vote 4-0.

449 Motion carried.

450 Meeting adjourned at 10:09 p.m.