

**BOARD OF SELECTMEN
TOWN OF MADISON
DECEMBER 2, 2014
MINUTES**

Selectmen Present - Chairman John Arruda, Michael Brooks, and Josh Shackford.

Others Present - Town Administrator Melissa Arias; Deputy Town Administrator Sue Stacey; Dept. of Revenue Admin. (DRA) Property Appraisal Division representative Josephine Belville; Jeffrey Earls and Mandy Irving of Cross Country Appraisal Group; Cindy Perkins of Commerford, Neider, Perkins; Fire Chief Jeffrey Eldridge; and Madison TV videographer Carol Dandeneau.

Where and When Posted - Town Hall upper & lower bulletin boards and Madison & Silver Lake Post Offices on December 5, 2013.

Meeting Called to Order – By the Chairman at 5:30 p.m.

APPROVAL OF MINUTES – Shackford made a **motion** to approve the Selectmen’s Meeting minutes of November 18, 2014 as prepared, seconded by Brooks, and so voted **3-0**.

APPROVAL OF MANIFESTS – Shackford made a **motion** to approve the Manifest of December 2, 2014 in the amount of \$307,810.92, seconded by Brooks, and so voted **3-0**. The Manifest breakdown is as follows: \$23,434.91 for payroll; \$7,385.76 for payroll liabilities; \$126,990.25 for accounts payable; and \$150,000.00 for the Madison School District (release 12/04/14).

THERE WERE NO PUBLIC COMMENTS

STATISTICAL ASSESSING UPDATE IN 2015 – Arruda said the Town circulated over twenty Requests for Proposal for the Statistical Assessing Update in 2015 and received back only two. The Town’s current assessing firm of Cross Country Appraisal Group (CCAG) provided a proposal of \$74,250 with each facet of the project itemized out by cost. The other company of Commerford Neider Perkins (CNP) provided a proposal of \$54,400 if data entry is done at Town Hall or \$51,200 if data entry is done remotely through the Town’s computer network. Instead of itemizing each facet, CNP broke their proposal out into cost per parcel which came to \$17 per parcel if data entry is done at Town Hall or \$16 per parcel if data entry is done remotely through the network (both are based on 3,198 parcels). Arruda said the Selectmen usually do their own analysis on bids and proposals but in this instance they’ve requested assistance from the Town’s DRA representative Josephine Belville. Arruda said the Selectmen may be the official assessors for the Town but the current Board has no claim of being assessing experts so they are looking for Belville’s assistance in comparing the two proposals. Arruda was surprised by the \$20,000 difference between proposals and hoped this meeting will help answer some questions from the Selectmen and Belville. The group referred to an e-mail containing an itemized comparison between the two proposals which was prepared by Earls based upon his review and interpretation of the two documents. Earls’ breakdown questioned whether CNP included costs for analyzing sales against the existing rates, providing digital images and neighborhood delineation maps, and defending the local values placed in 2015. Belville said neighborhood delineation maps must be provided as part of the statistical update because they become part of the Uniform Standards of Professional Appraisal Practice (USPAP) report that is required in the Town’s RFP. Without the neighborhood delineation maps the USPAP report will be

rejected during the DRA review. Belville found reference to digital images being taken in both proposals. Perkins interpreted the RFP to require new digital images for only the qualified sale properties and included the cost of those within CNP's proposal of \$51,200. Earls interpreted the RFP to require new digital images for all improved properties in Madison, regardless of whether they had recently sold, which is why CCAG's proposal listed \$12,000 for digital images. Earls said if only the qualified sale properties are to be photographed the Selectmen can strike the \$12,000 figure from CCAG's proposal bringing it down to \$62,250. Belville said the clause requiring the local defense of values is important because the company will need to stand behind their values if and when abatement applications are received. Perkins said the defense of values at the local level would be included and any challenges to the BTLA would be charged at a billable hourly rate. Belville said she didn't find specific information in either proposal about posting a performance bond. Belville said CCAG mentioned having the Town hold back payment until the Selectmen approve the final values. Perkins said CNP typically issues a bond but might agree to have funds withheld if the amount is agreed upon in advance. Belville said the Selectmen will need to decide whether to require a bond or hold back funds and include that language in the contract. Belville said the Selectmen shouldn't release all of the funds or bonded amount until a compliant USPAP report is delivered to Town Hall. Earls said he believes the Town modeled their RFP after the Town of Ossipee's recent RFP, which is correct. Nobody seemed to know what the requirement of "analyze sales with existing rates" meant so Earls said the CCAG proposal could be reduced by another \$3,500, bringing it down to \$58,750. Earls also said the \$1,500 included for the preliminary sales analysis wouldn't be required so his ending proposal should be \$57,250. Arruda said the Selectmen should hold a non-public session at the end of the regular meeting to talk with Arias and Stacey who work closest with the assessing contractors. Earls and Perkins took their leave and Belville was asked to stay in case other technical questions came up during non-public.

HISTORICAL SOCIETY FENCE – Arias said the previous Purchase Requisition for split-rail fencing at the Historical Society property was underestimated based upon the Temporary Access Easement agreed upon and signed by the Selectmen and former abutter to the North (M. Peck). Arias met on-site with the fencing contractor yesterday and determined that it will take a full 80 feet of fencing to reach the toe of the slope by the abutter's parking pad. In addition, the Town was to replace the sections of fence south of the abutter's driveway along East Madison Road. Arias said that section measures 64 feet which will cost an additional \$800. The Selectmen agreed to sign a Purchase Requisition later in the meeting for the additional \$800 expenditure per the Temporary Access Easement. Arias said the new owners of the abutting property are going to work with the fencing company directly to replace the fencing to the north of their driveway along East Madison Road.

AMBULANCE SERVICES MEETING – Shackford said he will be out of Town Thursday night when the next multi-town ambulance meeting is scheduled. Brooks said he will attend and Arruda plans to go as soon as he closes his store. Brooks took a few moments to explain how proposals were received from two contractors; the current provider and another company. Brooks said the other company's cost breakdown didn't seem equitable so the proposal was eliminated. The current provider included 5-6 contract options as part of their proposal, which are now being compared and ranked by the participating towns. Brooks said each Town took the time to compile questions that were provided to the current provider so they can be prepared for the discussion at Thursday night's meeting in Ossipee.

SEASONAL ROAD CLOSURE PUBLIC NOTICE – Arias said the Road Agent just gave the date (and time) the Summer Cottage sections of Glines Hill Road and Lead Mine Road will be closed and suggested that now would be the time if a notice were to go in the newspaper. Arias put sample language together

and asked what level of detail the Board wants since previous postings have varied in size. Arias estimated \$50 per day for the notice and said the Selectmen have three options: run the sample language, modify the sample language, or do nothing. The Selectmen said placing a Public Notice in the local newspaper doesn't benefit enough of the general public to be cost effective. Brooks said signs are posted on the roads by the Highway Department which is all the statute requires. No further action will be taken.

SIGNATURE ITEMS –

Manifest

Payroll & Accounts Payable Checks

Purchase Requisition #2014-GGBL-008 – TDK Enterprises (\$800) rest of fence per agreement

Intent to Cut - #14-283-12T – Nature Conservancy (263-001) Ossipee Lake Road

#14-283-13T – Remick Trust (228-033) Conway Road

#14-283-14T – Fadden/Whitaker (247-034) Goe Hill Road (Class V unless a Class VI Road

Logging Bond is posted in advance)

Timber Tax Warrant & Worksheet – Kennett (223-001) Modoc Hill Road

USDA-NRCS 2002 WHIP Contract Practice Approval & Payment Application form (Brooks only)

6:10 PM – Arruda made a **motion** to go into non-public session under RSA 91-A:3II(c) to discuss the assessing proposals with DRA Representative Belville, Arias, and Stacey, seconded by Shackford. Roll Call Vote: Brooks – aye; Shackford – aye; Arruda - aye. **6:35 PM** – Shackford made a motion to return to public session and seal the minutes of the non-public session, seconded by Brooks, and so voted **3-0**.

STATISTICAL ASSESSING UPDATE IN 2015 – The Selectmen were ready to make a decision on the assessing proposals based upon the discussion with the two assessing companies and the information discussed in non-public session.

Motion: Shackford made a **motion** to continue with Cross Country Appraisal Group and have them handle the statistical assessing update with a \$57,250 bond required, seconded by Brooks, and so voted **3-0**.

Decision: Arias will notify the two companies of the Boards' decision.

6:44 PM – Shackford made a **motion** to adjourn, seconded by Brooks, and so voted **3-0**.

NEXT SELECTMEN'S MEETING – The next Selectmen's Meeting will be on Tuesday, December 16, 2014 at 5:30 pm in the Town Hall Meeting Room. The Selectmen will interview candidates for Mechanic/Highway Technician on Wednesday, December 3, 2014 at 6:15 p.m. in a posted non-public session per RSA 91-A:3II(b). Two or more Selectmen may be present at a joint meeting with Boards of Selectmen from Eaton, Effingham, Freedom, Madison, Ossipee, and Tamworth at Ossipee Town Hall on Thursday, December 4, 2014 at 6:00 pm to continue discussions into a multi-town ambulance contract. Minutes of the meeting will be taken by another municipality. The Selectmen will attend the Advisory Budget Committee Meeting on Tuesday, December 9, 2014 at 5:30 p.m. in the Town Hall Meeting Room.

Respectfully submitted,

Melissa S. Arias, Town Administrator
Recording Secretary