Selectmen’s Work Session  
February 27, 2020

MINUTES

Selectmen:  Joel R. Mudgett, Chair (absent with prior notice), Russell C. Wakefield, Jean M. Beadle, Charles McGee, Kevin D. Quinlan. Walter Johnson, Town Administrator; Josephine Belville, Town Assessor; Chris Theriault, DPW Director.

I.  CALL TO ORDER:  Vice Chairman Wakefield called the meeting to Order at 4:00 P.M.

II.  Review of Proposed Utility Assessing Contract:  At the Board’s request, Josephine Belville explained the need for a contract assessor to provide values for the utilities in the Town. She advised the Board that utility assessing is a specialty and only a few assessors in NH have the knowledge and experience to establish defensible values. The contract being proposed from Whitney Consulting for $5,700/year replaces the prior contractor Sansoucy Consulting whose proposal for 2020 was $12,000. Steve Hamilton of Whitney Consulting is qualified to assess the utilities at a lower cost as a supplement to his contract for the assessing of all other property in Town. Board members questioned the need for an outside contractor and if the assessing could be done in house by her or Town staff. Josephine explained she was not trained in utility assessing and feels that once the new State legislation HB 700 was fully implemented then it could possibly be done in house. She has requested the Town utility records from Sansoucy, but they have requested a $300 payment for the records before sending them. Board members agreed we should pay the fee to get the records rather than having Whitney recreate them. The Board also agreed the agreement should include a clause about the Town owning the files and data for the utility assessments and a one term agreement is preferable versus a three year. Jean moved and Chuck seconded to approve a one-year contract with Whitney Consulting Group, to add the file and data ownership clause to the agreement, and to pay Sansoucy the $300 for the files and data his company possesses. So voted all. Kevin requested Josephine provide the Board with an explanation of what’s entailed in the utility assessing process, identify any training available to become qualified to be a utility assessor, and if any additional software is needed in house for the process.

III.  Competitive Bidding Policy:  Chuck requested the Board address some questions he has on the purchasing policy. He learned that some bulk purchasing was done for several items including paper products, heating fuel, office supplies typically by Facilities & Grounds. Walter confirmed that Department Heads manage the buying decisions for purchases up to $5,000 using best management practices that include shopping for the best qualified price for the job or produce. Walter explained that he and Heidi are working on implementing some form of a purchase order system as a module to the new finance software package and will be meeting with MTS to discuss it on Friday.

IV.  Proposed Changes to Some Transfer Station Fees:  Chris Theriault presented recommendations for changes to some fees at the Transfer Station to cover a portion of the
increases in the new disposal contract with Waste Management recently approved by the Board. Specifically he recommends increasing the Construction and Demo material fee from $.08/lb. to $.10/lb. which should cover most of the cost increase over the term of the contract; changing the tire disposal fee structure and price to $4 for 17” and under tires and $8 for 18” and larger (currently tire disposal cost is $.18/lb. and the recommended change would roughly cover the cost overall), and to charge $20 each for electronics/TVs. After discussion, the Board agreed by consensus to move forward with the proposed changes and schedule a public hearing in April to take public comment on the changes. The anticipated effective date of the changes is June 1, 2020.

V. Revised Building Permit Applications and Requirements: Walter advised that Planner Bruce Woodruff and CEO Steve Zalewski have provided a revised set of permit applications and a requirements checklist for all building permits issued by the Land Use Office. As previously discussed with the Board, the fee structure will remain the same which is by the square foot versus by the estimated value of the project work. Any change in the fee structure can be made at a later date if the Board so desires. The revised permit applications are: Residential Building, Commercial Building, Demolition, Electrical, Mechanical/Gas and Plumbing. Also submitted is a checklist of requirements for the applicant and an in-house tracking list of documents received with the applications. Kevin asked if the new forms can be fillable on the Town’s website and Walter reported that was the intent once approved, however they won’t be submitted online as they will have to be brought in with any required attachments. The Board also reviewed two recommended changes to Ordinance #14, the ordinance relative to building permits which includes changing the term of all permits from 6 months to 2 years with an option to renew for 1 additional year, which would be a new section to the Ordinance 14.4. Also, to clarify the fee for obtaining an after the fact permit, there will be a total of three times the regular fee, not twice which will require an amendment to Section 14.3. Jean moved and Chuck seconded to adopt the proposed new permit forms as presented and move forward with scheduling a public hearing on the proposed amendments to Ordinance #14. So voted all.

VI. NON-PUBLIC SESSION: Kevin Made the Motion to go into Non-Public Session per RSA 91 A: 3II (a) for personnel, (b) hiring and (d) consideration of the sale of real or personal property. Jean Seconded. A roll call was taken: Kevin – Aye; Jean - Aye; Chuck – Aye; Russ – Aye. The Motion carried Unanimously, and the Selectmen went into Non-Public Session at 4:55 p.m.

The Board exited Non-Public Session at 6:00 p.m. Kevin Moved, Jean Seconded to seal the minutes of the Non-Public Session for 60 days.

VII. Adjournment: Kevin Made the Motion to Adjourn. Jean Seconded. Motion Carried Unanimously
Russ adjourned the meeting at 6:00 p.m.

Russell C. Wakefield ________________________ 3/5/2020 Walter P. Johnson ________________________
Approved  
Date  
Respectfully Submitted  
Walter P. Johnson, Town Administrator