

BOARD OF SELECTMEN

MARCH 4, 2008

MEMORIAL BUILDING

7:00 P.M.

The following are to be considered draft minutes only until approved by the Board at their next meeting.

Present: Selectmen, Bob Anderson, John Chiarella, and Neal Huntoon.
Police Chief Tim Julian.

Bob called the meeting to order at 7:05 p.m.

Paula Clemente from the Department of Revenue Administration and George Hildum, assessor for the town, were present to meet with the Board.

Paula reviewed legislation regarding assessments. New legislation requires an assessment review every 5 years. An assessment review does not involve a full list and measure of every property, but a statistical update of assessment values. Springfield's full revaluation was completed in 2005. As part of that process the DRA monitors several areas. A random check of the assessments done in 2005 by Avitar were reviewed and found to be appropriate. Since the revaluation, sales data reviewed annually by the Department of Revenue for median ratio, level of uniformity, and level of assessment has been in line with property values for Springfield.

Areas that did not meet the State's review in 2005 were current use files, files for veteran's credits, and elderly exemption files. The DRA informed the Town of these findings in 2006. These areas have been worked on through 2007 and will be finished in 2008. This will complete the 2005 system cycle, and the town will be in good standing gearing up for 2010 assessment review. Original filings for current use, exemption and credit files do not show proper documentation until recent years. It is unknown if any routine review for compliance has ever been done. Steps have recently been taken to bring these areas into compliance.

Paula stated she has been reviewing credits, exemption and current use files over the course of the past few weeks. She will be working with staff to continue her review. Veteran's credits and elderly exemptions statutorily require specific documentation to determine eligibility. Documentation for veteran's credits appears to be in pretty good standing. Documentation required regarding assets and income for elderly exemptions is not on file. It is recommended that these recipients be notified of the statutory requirements. They will be asked to file updated asset and income verification.

The Board reviewed the letter the State provides, regarding the request for information. Paula will come back and review income and asset eligibility once the documentation has been returned. Eligibility review is a process the DRA recommends be done annually.

George Hildum reported on the annual update process and assessment activity. He discussed some of the requirements for a 2010 statistical review with the Board, and his recommendation that the Town hire an assessing firm to complete this. The estimated cost for this is approximately \$60,000.

Neal spoke to George about his recommendations regarding how the town should proceed with listing a parcel of property on George Hill Road that has not been showing on the tax maps. There are questions regarding the ownership of this property. George stated he would prefer to wait for information from town counsel as to how best to proceed. The ownership issue is not the town's issue to prove. The Town's interest is in how to implement getting this property on the assessment records.

The Board thanked Paula and George for their time.

The letter to be sent to recipients of elderly exemptions was reviewed and signed.

Tim Julian met with the Board to report on the probation issue he has been looking into.

Tim stated he is working on the issue regarding the retrieval of recreation department materials.

Minutes: John moved to accept the February 12, 2008 minutes as written, seconded by Bob and unanimously approved.

The Board reviewed and signed:

Veteran credit applications 1 approved, 1 denied.

Letter of Intent to State of NH BOEM for 911 mapping project

Building Permits 2 approved, 1 denied.

Purchase Order approved

Building rental application

Land Use Change Tax Warrants.

Cemetery Deeds.

Supplemental Tax Collector Warrant for an erroneously posted 2007 payment.

Correspondence:

The Board reviewed an incomplete forestry notification for property on Meadowbrook Road.

Board Updates:

The Board accepted a letter of resignation for Geobe McCusker from the Conservation Commission.

The Board reviewed the notice of the GIS training and information session for the Natural Resource Inventory on March 17th. Board members stated they would not be available to attend the training session from 3 to 5 pm, but will make note of the informational session at 7 pm.

The Board reviewed minutes of the Communications Committee. Results of the committee's survey, and recommendations to the Board regarding dissemination of town information was reviewed and taken under advisement.

Miscellaneous Business:

John and Neal discussed how they would cover elections on March 11. Neal will do the earlier part of the day and John will do later in the day. Bob will look into appointing someone as his proxy for a few hours that day. He will let John and Neal know how this works out.

The Hazard Mitigation Draft was available for Board members. Vickie Davis, from the Upper Valley Lake Sunapee Region Planning Commission would like any additional comments by Monday March 10th. She is preparing to submit the draft to the State for their review.

Cynthia Bruss had requested that the Board review the possibility of the Sunapee-Kearsarge Greenway Trail for a spur through town property to Dutchman's Pond. The Board reviewed the Society and Royal Arch lots. Board members agreed they would like to meet with SPKG members and have a plan showing where the trails are now and what is being proposed.

The Board discussed the outstanding issue regarding reimbursement for the fencing. Further legal action will be pursued.

The septic issue on Eastman Access Road was reviewed. Tom has been in touch with the resident, but has not been provided with a plan yet. Tom requested further action be tabled for a few days. The Board is not comfortable letting this go and will send another letter via the police department. Concerns regarding health hazards and eviction were discussed.

Employee hours and duties were discussed. Neal discussed concerns regarding implementing the change for the office assistant from part-time to full-time status. John and Bob stated during the interview it had been discussed that it would take effect with Town Meeting. Neal stated he would like to see job descriptions completed for all office positions. He also discussed requesting office personnel to complete a general overview of duties and time spent on a daily basis. Due to the lateness of the hour, the Board will revisit this issue at another time.

Vacation time policy was discussed. The Board agreed the vacation time policy will be for 1 week paid vacation after the first six months of employment, and another week after a full year of employment. Paid time will be pro-rated based on weekly pay rate. Vacation time of 2 weeks per year then accrues on a calendar year basis.

The Board voted to adjourn at 10:20 p.m.

Respectfully Submitted,

Janet Roberts,
Administrative Assistant.