

~~Unapproved~~ **Approved**
Candia Selectmen's Public Meeting Minutes
Monday, February 9, 2009

Attendance: Chairman Fred Kelley, Vice-Chair Rick Lazott, Selectmen Tom Giffen, Selectman Joe Duarte, Selectman Carlton Robie, and Secretary Andria Hansen.

7:00 p.m. Chairman Kelley called the Public Meeting to order and immediately followed with the Pledge of Allegiance.

Engineer Jeff Santacruce and Bill Stergois to discuss with the Board free engineering services for intersection redesign work. Bill Stergis, representative from Candia to the SNHPC and Jeff Santacruce, engineer from Greenland Peterson Construction Service talked about improving 2 intersections in Candia. The first intersection is where Route 27 meets Raymond Road which is located across the street from Fred's garage and near Viking Oil Company. The second intersection is where Main Street crosses Route 43. The second intersection has issues with possible eminent domain. Jeff Santacruce said he is in contact Tim White from the Planning Commission for possible help with pre-engineering. He presented preliminary plans from Tim White on this intersection. The intersection involves a Y intersection to be changed to a right angle and meet at a right angle. This would slow down traffic in that area and it make safer.

Jeff Santacruce offered to do preliminary engineering designs for Candia and have it ready so the improvements could be considered for the stimulus package or other funds available from through the District or community assistant out of Concord. He said they would get conceptual plan and costs to the Regional Planning Commission and DOT to be able to be put out in FRP format. He said they understand that if this does go to a full design and goes out for RFP that the Town cannot just hand them the contract. He said with the economy right now he has engineers available to do the work and would like to work with the Town to benefit both of them.

Selectman Giffen was in favor since it is free of charge and might help move the process along. Selectman Lazott said he was 100% in favor of having them do the work and said this would put the Town one step closer to fixing the intersection. Selectman Duarte was also in favor.

Chairman Kelley asked Bill Stergis to keep the Board informed and keep in contact with the office and to talk with the Fire Department and Police Department to keep them involved in the process. He also wanted them to keep Road Agent Lewis informed even though the intersection involves State Roads. Chairman Kelley thanked B. Stergis and J. Santacruce for their presentation.

Dick Romano of Vision Appraisal to discuss RFP for 2009 update. Dawn Chabot introduced Dick Romano and Ken Rogers project supervisor in charge of re-evaluation from Vision Appraisal to the Board. Greg Hynes from Dept of Revenue Administration, Appraisal Division and Tammy James contracted assessor for the Town were also present. D. Romano said their objective is to do a complete re-evaluation update with a full inspection of sales for the last two years sales. They will come up with a sales ratio report to a process a new base rate. They will create new cost tables, land tables and neighborhoods. Recalculate the new values, implement new values; create new models. They will look at commercial and residential tables and do an income analysis on all of the commercial industrial properties including all the date entry that is required. Then they are going to do a field review that will consist of a drive by of every single house. He said they will follow the State guidelines and required reports. Once all of this is completed, they will compile their report.

Dick Romano passed out a copy of the schedule to the Board. He said that their company will report their progress bi-monthly to the Town and Ken Rogers will be the contact person from Vision that will answer any of the Town's questions.

R. Lazott brought up two items that were not in the original proposal. Dick Romano said they have the new contract where the two issues are addressed. The abatement and 5 days of litigation are included in the new proposal. D. Romano handed the 2 preliminary contracts to the Board.

There will be notices sent out to taxpayers by June or July to conduct informal interviews. Tammy James said the last time the Town did a re-evaluation and did abatements some residents refused entry and if Vision had been there before the decision was not to take a second look but what ended up happening was one of the selectman performed the inspections and she also did some of the inspections. Tammy James asked if this responsibility would fall on the selectman and herself again. Dick Romano replied that they are not doing inspections; they are only doing an update. Tammy James asked what if someone calls for an abatement and they do not agree with reevaluation because their second floor is not finished etc. She said if this happened the Town would look at the physical data. Tammy James said 4 years ago she did all the data entry with the abatements changes that Vision recommended and wanted to know who would be responsible the data entry this time. Ken Rogers said they can make copy of data base and do the work back at the office and saw no problem doing the data entry.

Tammy James asked when they would need the new construction pick-ups that are being done this year to finish their report. D. Romano said he would like the permits done before the field review in May or June so they could see the value while in the field.

Dick Romano said the RFP calls to be completed by August. T. James said she could adjust her schedule to keep with the completion date. D. Romano said September 1st the update is to be completed by State Law when the MS1 is to be filed. He said having the project completed by 8/15/2009 should be more than enough time for the Town to be able to prepare but if there is a problem, he cannot guarantee everything will go perfect.

Dick Romano clarified they cannot start until March 15, 2009. The Town Meeting is the 10th when the Town will vote on the warrant article for the funds. Selectman Giffen said if the town warrant article fails the town is still required to do the update and that the Town Meeting vote is irrelevant. Dawn Chabot encouraged the Town to support the warrant article for contract amount proposal of \$31,000 because the update is required by NH Constitution and has to be done every 5 years. If the warrant does not pass the State may find Candia a company to do the assessment and the costs could be much higher. High bidder the Town received for this contract was \$112,000.

Tammy James asked if Vision could change the way the sales is broken out. In 2004, the sales were broken out by neighborhood and it was not helpful to refer back to these reports. Dick Romano suggested by breaking the report out by building size, lot size, building style.

Chairman Kelley asked if there was a possibility the values could end up being about the same as what they are now. Dick Romano answered it could be possible. There was a full reevaluation done 5 years ago. The ratio was 80.3 when the reevaluation was completed it went to 95%.

Chairman Kelley asked the Board if they saw any issues with the contract. Once the contracts are executed they are required to be sent to State, Department of Revenue and Town council. Dick Romano said the State takes approximately 10 days to review. Dept of Revenue will review the contract to see if for anything may be missing or not needed. The State is not approving the contract they are a 3rd party review to protect the town and its citizens for any inadequacies in the contract. The copy sent to the Department of Revenue Administration will have a cover letter explaining it is

a contract. G. Hynes said to address it to Mike Martel, Assistant D. Chabot clarified with G. Hynes that the signature block for the DRA is to be taken off the contract. G. Hynes said this is correct as the state is not approving the contract just reviewing. Once, the contract is executed and approved the Town will get copy of the bond and insurance papers. Chairman Kelley thanked Dick Romano and Ken Rogers for their time.

DRA Representative Greg Hynes to discuss 2009 assessment review. Greg Hynes Dept of Revenue Administration Appraisal Division said he is here tonight to explain the process of the assessment review that is required every 5 years. He will be the Monitor for the Town of Candia. A packet of information was given to the Board prior to the meeting which outlines what the assessment review consists of. He said this review is statutory. He referred to a spreadsheet with 6 columns. The assessing standards he follows are recommended by Assessing Standard Board who he reports to. Greg Hynes said when the assessment is finished by the contractor there will be a measure done on how the Town did on their assessment and procedures. The Equalization Bureau will be doing this. Greg Hynes said the assessment he is doing is done throughout the year and the Town will not get a final report until April 2010 with the last documentation, the USPAP Compliant Report not being available until September 2010.

Greg Hynes said he will be doing field work review and assessment review work and will introduce himself to the Police department so they know who he is. The police will be made aware of what car he is driving and the purpose of why he is in Candia. The Dept of Revenue will be sending out yellow cards to everyone he will be visiting in the field for either an update or assessment. The homes he visits are randomly picked out properties from his software. He will be checking deed and property card data for accuracy. He will be checking the sales as well.

Greg Hynes said he wants to work with the Town and will call ahead and coordinate his time with the office in pulling files and making copies. He said he will talk to the town and address ways to improve on any issues before his report is even done. He said he would be looking at the process of new applications for veterans, elderly, low income on how they are handled. If they are processed in a timely matter and approved within guidelines and statutes. For example, personal information is submitted for the applications, this information should be returned and not kept at the Town. They are confidential records. Selectman Lazott confirmed with Greg Hynes that the Town is to follow the statutes and to update the assessment and process equitably so the same standard is applied to all taxpayers. Greg Hynes said he cannot tell the Town what to do, the Town is in charge and only the Directory can.

Dawn Chabot said this will clarify any questions going by statutory boundaries so nothing will be left to hearsay and whether anyone agrees or disagrees it is the law.

Greg Hynes said he will sit down with contractor updates, copies of files and reconfigure and change data comparing what it was and what it is now with each parcel he inspects. He will only write up a report if he finds a problem on a property. There is 20% chance of error built in and if there is more than 20% error, there most likely will not be an equitable situation in the community. G. Hynes said the data accuracy no matter who the contractor assessor is and how good the analysis is, if the data is not very good their analysis will not give a good assessment value on the properties and you will not have equity in the community.

Greg Hynes encouraged the Town to call anytime with any and all questions. The Board thanked Greg Hynes for his time.

Departmental Reports: Highway, Police, Fire, Building, Solid Waste & any other depts.

Highway: Road Agent Lewis read from the attached report. Selectman Giffen agreed with Road Agent Lewis that the Town could catch a break if the weather stayed storm free and thanked him for the report.

Police: Chief McGillen read from the attached report. There were 161 offences. There was a theft involving lottery tickets and money worth \$1,000 and he was working with State Lottery Commission on it. They have applied for 50% grant for a computer and software for laptops but will not know if they will receive the grant until spring. They also applied for a bicycle helmet grant. Chief McGillen said he is working with state to get DWI patrols. Selectman Lazott asked Chief McGillen about the ongoing Tower hill situation involving problems with vandalism of logging equipment. Chief McGillen said there have been 3 different reports, one last Thursday involved a radio reported stolen from a vehicle. Unfortunately with over 100 of acres it is hard to monitor. Parking is way out and everyone has access to the land. People using snowmobiles have been notified and neighbors have been notified.

Citizen Brian Travis asked about the DWI roaming patrols if they were going to be check points. Chief McGillen was not sure if they were going to do check points. There would be an extra officer out driving around for 6 hours looking for violations and the State would pay for it. If there is a call for service this officer would be a back up to the other officers.

Fire Department: Deputy Fire Chief Roger Davis read from the attached report. There were 21 calls for emergency and 7 non emergencies for a total of 228 so far this year.

Building Dept: Selectman Lazott read from the attached report. 7 Building permits were issued in 2009 versus 4 building permits in 2008. Last year there were 15 code enforcement cases and they have been reduced to 5. Selectman Lazott commended Building Inspector Hallock for doing a good job at eliminating and cleaning them up. Inspections went from 63 to 36 this year. CO's and road permits went up from 19 last year to 27 this year and renewed permits from 2 to 3. Permit fees were \$595 for 2009 compared to \$502 last year.

Solid Waste: Selectman Duarte did not have a report and left a message with Chuck Whitcher but could not reach him.

Any Other Business

Selectman Robie motioned to accept the Planning Board's recommendation for the bond reduction for Halls Mill. Selectman Duarte seconded. All in favor. Motion carried

Selectman Lazott read Dawn Chabot's letter of resignation. Selectman Giffen motioned to accept Dawn Chabot's letter of resignation with regrets. Selectman Lazott seconded. All in favor. Motion carried. Selectman Giffen said Dawn Chabot will be greatly missed.

Selectman Lazott motioned to pay Tammy James \$16.00 per hour for one eight hour day once a week to cover assessing. Chairman Kelley seconded. All in favor. Motion carried.

Selectman Lazott motioned to have a certificate of appreciation for Pat Larkin drawn up for all her dedication and invaluable help stepping in helping, including finalizing the Town Report and her continual help to the Town. Selectman Giffen seconded. All in favor. Motion carried.

Citizen Brian Travis asked about posting of the agenda. The agenda for the Board of Selectman's meeting is posted Friday afternoons at the Post Office and the Town and submitted to the webmaster to post on the website. Selectman Giffen said posting at the Post Office and the Town is required by the statutes. The website is not recognized and is more of a convenience. The website administrator works full time and sometimes there is a lag in posting on the web. Selectman Giffen commended him for all the hard work he does on minimal pay.

Approval of Previous Minutes: Public meeting minutes of 1/16/09 & 1/26/09. Selectman Lazott asked if he should be considered absent or available by phone for the meeting Friday 1/16/09. The minutes will be changed to reflect available by phone. Minutes 1/16/09, page 2 of 5 in the last complete sentence correct spelling to "Mayer". Chair Kelley motioned to approve the Selectman's meeting minutes of January 16, 2009 and January 26, 2009 as amended. Seconded by Selectman Giffen. All were in favor. Motion carried.

Announce Next Regularly Scheduled Meeting Date: The next regularly scheduled Selectman's meeting will be February 23, 2009.

The meeting was adjourned at 8:30pm.

Respectfully submitted,
Sharon Carrier, Land Use Secretary
Transcribed from Andria Hansen's tapes and notes