



**TOWN OF DUNBARTON
BOARD OF ASSESSORS
MINUTES MEETING
November 19, 2019**

Present: Mary LaValley, Chair
Jacques Belanger
Bryan Clark
Janice VandeBogart, Recording Secretary

The meeting was called to order at 7:00 pm

Town Administrator, Line Comeau, join the meeting to assist in the opening and reviewing of Bids for 2020 Statistical Revaluation.

Bids for Statistical Revaluation in 2020: It was noted by Town Administrator, Line Comeau, that a few errors in the bid proposal were found but were corrected before the bids were received. All bidding firms were aware of the changes before submitting their proposals.

Timetable: The timeline for the Statistical Revaluation would be as follows:

Valuation as of Date:	April 1, 2020
Start Date:	March 23, 2020
Completion Date:	September 1, 2020

Bid proposals were received from the following Appraisal Firms:

1. Vision Government Solutions, from Hudson, Ma. Their bid was \$39,200 for the valuation price. Note: This included a \$5,000 discount on the Vision Software which would upgrade the current software from Vision 6 to Vision 8. If their bid is not accepted, the total cost of this necessary update would be \$10,000. Quoted a cost of \$500 half day and \$1,000 for full day for appeals.
2. Municipal Resources, Inc, from Meredith, NH. Their bid was \$29,750 for the valuation price. Quoted cost of \$125 per hour for appeals.
3. Corcoran Consulting Associates, from Wolfeboro Falls, NH. Their bid was \$33,200 for the valuation price. Quoted cost of \$500 half day and \$1,000 for full day for appeals.
4. Whitney Consultants, from Salem, NH. Their bid was \$27,400 for the valuation price. Quoted a cost of \$500 half day and \$1,000 for full day for appeals.

A letter from Adam Denoncour, East District Supervisor, NH Department of Revenue Administration, was discussed. This letter verifies the assessing board's authority to perform a statistical revaluation in the Town of Dunbarton for the year 2020.

The board and the town administrator read and discussed all the proposals. The discount noted on the Vision Proposal for 50% off the program update was discussed. It was also noted that Municipal Resources Inc have been hired by the town to review the new values. If they conduct the revaluation, this cost would be absorbed.

After much discussion and comparing costs of each, the following motion was made:

The motion was made by Bryan Clark to accept the bid Municipal Resources, Inc from Meredith, NH at a cost of \$29,750 to preform the Statistical Revaluation for 2020. Jacques Belanger seconded the motion. Further discussion ensued.

Vote: Mary LaValley – Aye; Bryan Clark – Aye; Jacques Belanger – Aye; Motion passed.

Line Comeau will notify the bidding firms of the results.

Utility Revaluation 2020: Town Administrator, Line Comeau, gave the board the breakdown from the office of George E. Sansoucy, Utility Appraiser, for the revaluation of the utility properties which will be part of the 2020 revaluation. The total amount for this service will be \$20,000.

The Capital reserve fund for the 2020 Revaluation at the present time is \$82,601.64. At town meeting in 2019 the town voted to withdraw \$50,000 from this fund to cover the Statistical Revaluation for 2020. The total cost with Utility Revaluation and the awarded bid comes to \$49,750.

Vision Software Update: The Town Administrator stated that it was advised by Vision that the update of the Software be done before the new values for the 2020 revaluation are entered. This will eliminate double entries into the system. The total cost for the Vision Software Update will be \$10,000. Line Comeau stated that the Board had at this time \$4, 54.72 left in their operating budget for 2019. She would have to check to see if there will be any outstanding invoices to be deducted from this amount. The Board asked her to check with Vision to see if the town could pay half (\$5,000) now and the rest in 2020. Line Comeau will give them a call. She also suggested that the board meet with the Selectmen to see if they could overspend their budget this year, which would be another option. Mary LaValley agreed to meet with the Selectmen on Thursday evening, November 21, 2019, to discuss this.

It was also noted that the amount to be budgeted in the year 2020 for the Vision program maintenance and support was quoted at \$6,496 for 2 to 5 users.

At this time (7:30pm) Line Comeau left the meeting.

Minutes: The minutes of the October 15, 2019 meeting were reviewed by the board. Bryan Clark made the motion to accept the minutes as written, Jacques Belanger seconded the motion. The vote was all in favor, motion passed and the minutes were signed by the board.

Sales Ratio: A memo from Municipal Resources Inc regarding the Sales Ratio for the Town was reviewed. MRI stated that after their review it was determined that the ratio for the town would be at 75%, an 8% change from last year of 81%. There were 64 valid sales, which showed the COD around 14, with the PRD at 1.02.

Intent to Cut Timber:

- **Twist Hill Realty Trust, D6-04-02.** This form was approved and signed by Board members after the October 15, 2019 meeting.
- **Dunbarton 88 LLC, Robert Pike, A2-01-04, A4-01-05, B3-21-1, B4-01-11.** This form was reviewed, approved and signed by the Board this date.

Invoices approved for payment:

- **George E. Sansoucy, PE; Dunbarton's share for PSNH v Town of Dunbarton in the amount of \$2,184.72.**
- **Dunbarton Elementary School: Reimbursement for publishing the Public Notice for Bids for the Statistical Revaluation in the Concord Monitor. The amount being \$132.88.**

Legal Correspondence: Various legal correspondence was reviewed.

There being no further business, the meeting was adjourned at 8:00 pm.

Mary LaValley

Jacques Belanger

Bryan Clark
Dunbarton Board of Assessors

Recorded by: Janice VandeBogart