



**TOWN OF DUNBARTON
BOARD OF ASSESSORS
MINUTES MEETING
October 21, 2014**

**Present: Tim Terragni, Chairman
Mary LaValley
Bryan Clark
Janice VandeBogart, Secretary**

The meeting was called to order at 7:00 PM.

Also present were the following:

**Scott Marsh, Municipal Service, Inc.
Line Comeau, Town Administrator
David Montgomery from the Dunbarton Telephone Company**

The board meet with Line Comeau to discuss budget items. Ms. Comeau presented the board with a budget worksheet and an itemized list of expenses for the year 2014, to date. She pointed out that the budget was over on the Utility Assessor's line by \$3,936 and this does not include the invoice to be approved for payment this evening. The Legal budget is also over, however, this does not effect the Board's budget. She noted that the legal line for the assessing department was \$1,500 and there is over \$4,500 expended to date. Ms. Comeau stated that the board was scheduled to meet with the Board of Selectmen this Thursday, October 23rd at 7:45 pm to review their proposed budget for 2015.

David Montgomery, Dunbarton Telephone Company: Mr. Montgomery stated that he had a quick question and wouldn't take up too much of the board's time. He recently received notification from the town of the 2014 valuation for the Dunbarton Telephone Company. He was shocked to see that it had more than doubled from the previous year. They were at \$932,000 for 2013, which he felt was more than they believed to be fair but now the numbers came in at over \$2 million. He stated that there had been no changes to their poles, but did say that they had an additional 6 poles. He was hoping that this was a clerical error. He said he just wanted to come in and ask if the board could tell him anything.

Tim Terragni stated that when he spoke with Mr. Sansoucy's office, they had indicated that they didn't have enough information from the Telephone Company. If information was provided, then that was where the increase came from.

Mr. Montgomery stated that every time they received a tax bill, they were required to file for an abatement and were always denied. The reason given was that they hadn't provided information. To his knowledge, it has been provided. Several pages had been submitted from the phone company's consultants. They have given the number of poles, etc. He didn't know what other information they were waiting for.

Mr. Montgomery said he only sees the number on his assessment for 2014 but doesn't know how it was arrived at. He is simply asking for help to understand where the numbers came

from. It makes things difficult when he cannot communicate with Sansoucy's office. Tim Terragni stated that he would be glad to contact Sansoucy's office and see how they came up with the 2015 assessment. Mr. Montgomery thanked the board for their time.

Revaluation for 2015: Scott Marsh, Municipal Resources Inc: Scott Marsh presented the board with his memo regarding his review of the three bids received for the Revaluation of the Town in the year 2015. He was asked to perform this service by the Board of Assessors. He presented a spread sheet which outlined the comparisons of the three bids.

Mr. Marsh stated that he has worked with all three bidders and found them all to be very capable. The three bidding companies are as follows:

- Cross Country Appraisal Group, LLC
- Vision Government Solutions
- Commerford Nieder & Perkins, LLC

(See attachments to these minutes for reference.)

Discussion: It was noted that CCAG did not include a performance bond but would agree to a retainage of \$7500. Vision and Commerford did not mention a bond. All three have included a project breakdown. Vision would have access to the computer program used by the town, the other two companies would want remote access to the town's computers.

Digital photos were discussed. All three companies have separately listed the cost of digital photos. Commerford and Vision would provided digital photos for \$2.00 each and CCAG, \$3.00 per parcel. This would be an additional cost of approximately \$3,000.

Line Comeau stated that the town has over \$40,000 in capital reserve for the revaluation. Scott Marsh stated that Municipal Resources, Inc. would be able to conduct a revaluation oversight. They would sample the work, providing another set of eyes looking at the data gathered. It was noted that they had performed this service for the last revaluation.

After some discussion, the following motion was made:

Tim Terragni made the motion to accept the bid for the 2015 Revaluation of the Town of Dunbarton from Vision Government Solutions of Northboro, Massachusetts for a fee of \$29,500 and to have Municipal Resources, Inc. oversee the operation. This motion was seconded by Mary LaValley. The vote was as follows: Tim Terragni – Aye; Mary LaValley – Aye; Bryan Clark – Aye. Motion carried.

It was decided to postpone the decision regarding the digital photos until later.

Janice VandeBogart, Secretary, will submit a letter of acceptance to Vision Government Resources. This letter will advise them to please submit a copy of their contract to our office and a copy to the Department of Revenue Administration. Scott Marsh agreed to contact them by telephone to inform them of their bid acceptance. Janice VandeBogart will also send out letters of notification to CCAG and to Commerford, Neider & Perkins.

Also, Scott Marsh stated that he would draw up a contract from MRI for the board to approve for MRI's duties during the revaluation process.

2015 Budget: The board reviewed the expenditures to date for the Assessing Department. The total budget for the year 2013 was \$35,460. \$32,693 has been spent to date. After some discussion, the following proposed budget was approved for submission to the Board of Selectmen.

	2014 Budget	Proposed 2015 Budget	
Secretary:	\$ 767.00	\$ 767.00	no change
Board members:	1,643.00	1,643.00	no change
Appraisal Services	10,000.00	10,000.00	no change
Utility Assessor	18,000.00	20,000.00	\$2,000 increase
Computer Support	5,050.00	5,350.00	\$ 300 increase
Totals	\$35,460.00	\$37,760.00	\$2,300 increase

Minutes: The minutes of the September 16, 2014 meeting were reviewed. The motion by Tim Terragni to accept the minutes as written was seconded by Bryan Clark. All members voted in the affirmative, motion passed.

Invoices: The motion was made by Tim Terragni to pay the following invoices.

- George Sansoucy, LLC in the amount of 337.50.
- Municipal Resources, Inc. in the amount of \$828.00 for assessing services.

The motion was seconded by Mary LaValley. All members voted in the affirmative, motion passed.

Legal: The board reviewed legal correspondence.

Intent to cut Timber: The board reviewed, approved and signed the following intent to cut timber:

- Mary Story Heirs, Rodney Doucet, lot B4-04-01.

There being no further business, the meeting was adjourned at 8:35 PM.

Timothy Terragni, Chairman

Mary LaValley

Bryan Clark
Dunbarton Board of Assessors

Recorded by: Janice VandeBogart, Secretary