MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
September 14, 2009 at 6:30 PM

Present: Chairman Fred Kline; Selectman David Sheldon; Selectman Cindy Lewis; Selectman Larry Preston; Selectman Tina Courtemanche

Staff: David Jodoin, Town Administrator

1. CALL TO ORDER

Chairman Kline called the meeting to order at 6:30 PM.

2. SCHEDULED MEETINGS

Chairman Kline into the record the following statement: "This is a meeting between the two assessing companies and the Board of Selectmen. Although it is a public meeting, it is not a public hearing. The Board called the meeting to receive an update from the assessing firms and a more detailed explanation of the process that was used to determine the values. I would like to remind everyone that the assessments received in the mail are preliminary and this project will not be final until the 21st of September".

Granite Hill Municipal Services (GHMS) – Assessment Updates

Todd Haywood began by stating that several hearings are being held with residents and business owners regarding the assessments they received in the mail. Other than utilities, the commercial properties are showing the most substantial increases. Considering there has not been many commercial sales in Pembroke over the past four years, GHMS relied on the Marshall and Swift cost manual. Mr. Haywood originally used the mid-range of the Concord region as the multiplier which proved to be high therefore he has adjusted the rates down to the bottom range of the Concord region. Additionally, the depreciation tables were adjusted to increase the amount of depreciation specifically to the older properties.

The values for residential properties were calculated by using physical information for each property, verifying data on sale properties, checking measurements of each house, speaking with homeowners, then changed the tables in the computer system to generate new assessments close to the sale price for 112 properties. These tables were then applied to the rest of the town to recalculate all values which is what was received through the mail. Hearings with residents are still underway and once complete, the analysis will be re-run to determine where other adjustments need to be made.

Although the numbers have not been finalized, Selectman Preston requested the preliminary total amount of increases for the town: Utilities - $14 million; Commercial - $14 million; Residential including condos, multi-families, apartments, mobile homes - $6 million; Exempt properties - $8 million. The total increase is $28 million before utilities.

Selectmen Lewis asked how the adjusted values would be conveyed to residents. Mr. Haywood stated that it would be posted on the town website. Mr. Jodoin suggested that each resident who came in for a hearing and received an adjustment, be sent a letter with their new preliminary value.

Selectman Lewis asked about abatements. Mr. Haywood stated that he is contracted to defend the values but abatement work would be an additional cost ($50 per hour) as it is not part of the original agreement.

There was a brief discussion regarding the hearings. Mr. Haywood stated that 10-15% will typically request a hearing. A total of 250 hearings will have been held which represents approximately 10% of the town.

The final appraisal report is due on September 21, 2009 but Mr. Jodoin indicated that if more time is required, the selectmen could grant an extension.

> **Action:** Selectman Sheldon moved to extend the due date of the final report to October 5, 2009 with a draft of preliminary values being due to the selectmen by Friday September 18th for review. Selectman Courtemanche seconded. Motion passed 5-0.

Mr. Haywood stated that he would submit new preliminary values to the selectmen by Friday, September 18th with the final report by October 5th.

George Sansoucy – Utility Update

Mr. Sansoucy explained that there has been a significant level of inflation in the commodity business/construction trades which has affected the value of all utilities. The Utility assessments are complete and final:

	2009	2008
PSNH	$23,205,000	$14,487,400
	+200,000 incidental land parcels	

Increase includes $8 million in CWP (construction work in progress)
It is unclear if an abatement will be requested.

TN Gas Pipeline	$4,402,000	$2,316,000
Keyspan	$3,830,000	$2,394,000
Hydro Electric	$3,058,000	$2,299,000
Unitel	$ 227,100	$ 185,000

Mr. Sansoucy explained that his company manages the assessment process through September 1, 2010 including the abatement process at no additional charge. Additional costs will occur if any issues from this assessment go beyond September 1, 2010.

The summary appraisal report (manual) is in process and should be complete by mid October. No changes will be made without first discussing with the selectmen.
There was a question regarding the final numbers and if they are solid for budget purposes. Mr. Sansoucy explained that the numbers are final and will not change. Should a hearing take place, no adjustments will be made until next year. He advised that a percentage of funds be set aside annually for the next update.

3. OTHER/CITIZEN COMMENT

Jack Lewis, Bow Lane, stated that he had a hearing and was informed that the assessor drove by Bow Lane but used a home on Dudley Hill Road as a similar appraisal and likewise with his garage on RT 106.

Dick Krueger, Clough Mill Road, has not yet had a hearing but is concerned about the substantial increase to his property.

Dana Carlucci stated that he appreciates the selectmen taking steps to review the revaluation process. He feels that residential prices are down 12-15% and to have any increase at all does not seem to coincide with the information he received from the National Association of Realtors.

Harold Thompson does not believe that the Suncook River frontage on his property is worth the assessed value of $5,000.

4. OTHER SELECTMEN ITEMS

There was a brief discussion regarding the loam that may be available from the housing project. Selectman Lewis talked with Soccer and the School about possibly using some of the loam to upgrade the fields but the process would take too long and the school did not seem receptive. There was also discussion about putting some loam at Memorial Field on the lower area of the soccer field to make another field. Recreation wanted to see a plan and had some concerns that by making another field, it would take away an area where people park.

5. ADJOURNMENT

Action: Selectman Sheldon moved to adjourn the meeting at 7:45 PM. Selectman Preston seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

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Fred Kline, Chair

Minutes prepared by Alane Rapazza