

**August 28 2012**  
**Selectmen's Meeting/Approved Minutes**

Present: Selectmen: R.P. McGinnity Chairman, C. Moser & A.A. Milkovits  
(Selectman A. Richards absent due to vacation.)

Also present: P. Letourneau, Treasurer & Garth Fletcher, Deputy Treasurer  
Two residents

Meeting opened at 7:30 PM. The check manifest was reviewed and approved.

**Agenda:**

**Appointments:**

1. Gavin 2010 Abatement Appeal: Present: Attorney Maria Gavin, representing her mother and property owner Carlene Gavin, Town Assessor Richard Rockwood, Donna Naroff, appraiser for Gavin property at 24 Townsend Road, lot H-72-1. Attorney Gavin opened the meeting by recounting the past history of this abatement appeal: mistake made on her part by submitting a 2011 appraisal instead of 2010 appraisal for 2010 appeal. The comparables presented were not acceptable; the town had requested a new appraisal that would be more compatible. The 2010 assessed value was \$822,898, Mrs. Gavin asked for a reduction in the assessment to \$651,000. Mr. Rockwood praised the appraisal submitted and all present agreed that the property is very unique and difficult to evaluate for an appeal. What to do? Using the equalization ratio for 2010 on the proposed assessment of \$651,000 would increase the assessment to \$704,382. Mr. Rockwood acknowledged that the \$822,898 is not really at 100% market value either. The EQ ratio of 108.2 % for 2010 results in a difference of \$118, 560 between the proposed assessment and the 2010 assessment. Mr. Rockwood proposed splitting the difference: \$59,263. Attorney Gavin countered stating that Carlene Gavin had applied for an abatement for 2011 as well and had recently sold the property for \$570,000 so would insist on a lower assessed value for the property on going forward. Mr. Rockwood explained that if the settlement was accepted that there would be no further change for 2011. There would be no adjustment to the assessment of this property until a town wide revaluation or any physical changes to the property. Proposed assessment presented as follows: \$822,898; 2010 assessment reduced to \$704, 382 plus \$59,258 (splitting difference from EQ adjusted 2010 value). Final offer was made: \$763,640. After more discussion, Attorney Gavin on behalf of Carlene Gavin accepted the town's settlement offer of \$763,640 for the 2010 assessment of 24 Townsend Road; lot H-72-1. Mr. Rockwood explained that the adjustment to the assessment may end up a little less than \$763,640 due to the software. He will write the settlement agreement for all to sign and submit to the BTLA. Selectmen and Attorney Gavin signed the Report of Settlement Meeting & Order for the BTLA.
2. Town Clerk/Tax Collector Debra Morrison discussed civil forfeiture penalties. Police Chief Hutchins was present for this discussion, as well as Deputy Town Clerk/Tax Collector Suzanne Kelly. She explained the procedures for dog licensing and civil forfeitures per RSA 466:14 – warrant issued by Selectmen. The issue of dogs, licensing and civil forfeitures are issues statewide with many town clerks. It seems to cause an inconvenience to the Police Department. A

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- compromise was reached by having the PD issued letters of civil forfeiture. Mrs. Morrison feels that having the letters with the PD letterhead has more impact to the dog owner. Selectmen discussed the procedure. Chairman McGinnity reviewed the RSAs explaining that the Selectmen issue the warrant which authorizes the Town Clerk to issue the civil forfeiture. The RSA does not say the letter needs to come from the PD. Letter for civil forfeiture should be sent certified. Chairman emphasized no one has the authority to decide on their own how to handle the dog licensing issue. Mrs. Morrison stated that she would rather have owners licensing their dogs than not. She complained that Nathan Archambault, resident, refused to license his dogs because he felt he was paying enough in property taxes. What could she do? Chairman McGinnity stated that is a problem for the Selectmen and the Board needs to know about these matters. After more discussion the decision from the Board was to return the dog licensing and forfeiture to the Town Clerk's office. Civil forfeiture letters will be issued from the TC office on TC letterhead. All letters will be sent certified. The cost of certified mailing will be added to the forfeiture fines. Selectmen have the power to waive fees and fines in case of deceased dog. Then Selectmen will deal with results of civil forfeiture non-payment, after return date. Town Clerk is to follow the RSAs for procedure for dog licensing and civil forfeitures. The authority of animal control is given to the Police Department.
3. Jeff Reardon – Davis & Towle Insurance, Concord, NH information – interested in submitting quote for the town's health, dental, short term disability, and life insurances. This is not "pool" risk insurance. Chairman McGinnity explained that the town has a 2 year commitment with LGC. Mr. Reardon will submit a proposal in 2013 for 2014. His company also offers discounts for town employees on auto and home insurances – 10% discount direct billed. Towns covered by Davis & Towle Insurance: Gilford, Coos County, Grafton County, Hampton, Litchfield,
  4. Representative Jack Flanagan was introduced to everyone. He is running again for State Representative. He discussed events at the State House such as pension reform, structural changes and deficits. He also told of 4<sup>th</sup> & 5<sup>th</sup> graders coming up to State House and how important it was for students to learn about state government at an early age.
  5. Pat Letourneau, Treasurer discussed a problem with a recent deposit. While Mrs. Letourneau was ill, the Deputy Treasurer had a problem with one of the Town Clerk deposits. One check was incorrectly dated, so the Deputy Treasurer pulled the check out of deposit. He did not understand the procedure for deposits and the consequences of pulling a check out of a deposit. TC Morrison explained the process to a deposit, how there are checks and balances with the deposit. Procedure discussed: if check is not written correctly, have the issuer change it. What should be done – if incorrect? The TC does not have a problem with correcting a date on a check if the check had been previously written in front of the Town Clerk. Mrs. Morrison emphasized to the Treasurers never to pull a check out of a deposit, rather don't do the deposit and if there are any questions about a deposit to call the Town Clerk. The Treasurers agreed to pull the whole deposit out, if they notice something incorrect they will ask for a new check. Selectmen emphasized that they would never authorize anyone to alter any check

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at any time. They recommend holding the check aside to be reissued. After the check is reissued, the Town Clerk will re-submit the deposit. All present were in agreement with that recommendation.

**Selectmen reviewed the following:**

**Old Business:**

1. Re: Minutes – Selectmen Meeting August 14, 2012 were approved as written.
2. Re: Fire Station/Affidavit– Letter from Attorney Little, requesting instructions from the Board on whether or not to draw up the affidavit that would establish title to the Mason Fire Station and former properties of the MVFD. Attorney Little had been contacted to draw up the affidavit. A return call will be made to Attorney Little to request the affidavit.
3. Re: RFP for an Assessor – Avitar has responded but are not able to submit a bid due to their workload. Two other companies have called with questions on the workload and budget. Chairman McGinnity stated that the budget for the assessing work is open to whatever the present market is.
4. Re: Insurance from groups using town facilities – Email response from LGC attorney. LGC cannot attend a meeting to discuss this issue but offered to do a conference call. Selectmen decided to have a conference call with LGC at a later date in September.

**New Business:**

1. State Approval for septic design – Rendle, lot F-52, 425 Brookline Road
2. Claim to LGC-PLIT for lightning damage to the Police Station.
3. From DRA: notice of new web-based software for Property Tax-Equalization process. AA Milkovits will attend a training session.
4. Completion Certificate: Smith, lots J-15 & J-16, 93 Old Turnpike Road – updating office.
5. From LGC Health Trust: additional medical plan & prescription options offered. 2013 rates will be updated after the Health Trust meeting on October 16<sup>th</sup>.
6. Police logs
7. Other:
  - Chairman McGinnity praised the Conservation Commission for removing the knotweed on the Mason Railroad Trail. Con Com member Barbara Devore was present and explained the hard work involved in removing the knotweed. The Con Com members filled 23 trash bags with knotweed! These will be disposed of by the Highway Department. Thank you to the Conservation Commission for their service to the Town of Mason!
  - Due to the State Primary occurring on the same day, September 11<sup>th</sup> as the next Selectmen's meeting, the Board will instead hold a mini-meeting at 2 PM on Tuesday, September 11<sup>th</sup>.
  - Other correspondence

Selectmen signed the following:

- Intent to Cut – Supplemental for Intent # 12-293-07 Fondelier, lot K-10-2; Supplemental for Intent # 12-293-08 Farrey, lot G-60

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- Extension request for submitting the MS-1

Meeting adjourned at 9:11 PM.

Respectfully submitted,  
Barbara L. Milkovits  
Administrative Assistant