

**BOARD OF SELECTMEN MEETING**  
**December 19, 2023**  
**MINUTES**

**Present:** Shawn Talbot (Chair), Jason Somero, Lou Alvarez, Debbie Deaton (Town Administrator)

**Also present:** Jennifer Worth, Jim Coffey

**5:00 Open Meeting** with the Pledge of Allegiance

**5:05 Shared Driveway Request:**

Aho Construction requested the Board of Selectmen approve their requested name for a shared driveway. The first request is Whitetail Drive, the second is Watatic View Drive and the third is Overlook Drive. Jason made a motion to accept Whitetail Drive as the name for the shared driveway, Map 7, Lot 1. Lou seconded the motion and it passed unanimously. Debbie will inform the Planning Board of this decision.

**5:08 Parks and Rec Job Descriptions:**

The Board would like to review these for the 12/26/23 meeting.

**5:10 Warrant Articles:**

- Article 3: Highway Block Grant: Shawn made a motion to remove the Highway Block grant warrant article because the selectmen have the authority to accept the funds. Jason seconded the motion and it passed unanimously.
- Article 4: Roads: this warrant article stands
- Article 5: Roads: this warrant article stands
- Article 6: Capital Reserves: Increase Building Maintenance to \$50,000 and decrease the Revaluation to \$5,000
- Article 7: Library: this warrant article stands
- Article 8: Ambulance: this warrant article stands
- Article 9: Regional Health Service: After much discussion, Shawn made a motion to remove the Regional Health Services warrant article. Jason seconded the motion and it passed unanimously.
- Article 10: Revaluation: Due to the comments from Jim Coffey, Shawn made a motion to remove the Property Revaluation Warrant Article. Lou seconded the motion and it passed unanimously.
- Article 11: Hazardous Waste: This article will be a topic at the Deliberative Session so the residents can decide whether or not to participate in this program. The cost is approximately \$7,000 per year and approximately 50 people use it.
- Article 12: Establish a Green Center Expendable Trust and transfer the funds from the Green Center Revolving Fund: The Board agreed this should be a warrant article.
- Article 13: Establish a 275<sup>th</sup> Anniversary Fund: The Board agreed to fund this with \$5,000.
- Article 14: Permission to expend up to \$277,000 to refurbish the donated fire truck. This article is ok. The Board would like to get the permission in writing from the Trustees of the Trust Funds.
- Article 15: Create combined position Fire Chief/Building Inspector/Code Enforcement. This article is ok.
- Article 16: Authorize BOS as agents to expend on Fire Dept. Capital Reserve. This article is ok.
- Article 17: Redefine the purpose of the Fire Department Capital Reserve. This article is ok.

Article 18: Jim Coffey submitted a draft to increase the requirements and credits for the Elderly Exemption. Debbie will look into the DRA requirement and get back with Jim for ok.

Article 19: Jim Coffey submitted a draft to increase the requirements and credits for the Disabled Exemption. Debbie will look into the DRA requirement and get back with Jim for ok.

Debbie will finalize the warrant for the Board to review.

**7:00 Budget Discussion:**

Present: Dennis Howe, Joe Woodworth, Mitch Gluck

The FAC and Board of Selectmen reviewed different aspects of the proposed budget. The COLA increase was decided to be 3%. The final result of the review is the budget is up approximately 10%. The Board asked Debbie to email department heads and asked if there is any possible way to trim their budgets.

**9:40 Round Table Discussion:**

- The Board had signed a meeting policy last week and Jason would like to change the verbiage on Section 2 to say "We ask that anyone wishing to hold a meeting...." Debbie will update this for the Board to sign.
- Jason said the Road Committee received a tentative quote for \$492,000 to top coat all of the roads that were base coated in 2023. He added Wilson Hill Road will be approximately \$105,000. Wilson Hill will require a lot of work on the Fox Farm end.

Jason said they discussed top coating Old Beaver Road as opposed to milling, base and top. They feel the base coat is in good shape.

Jason asked Debbie to look up the date the Paving RFP was sent out last year and when bids were opened. He also asked what happens to the deposit for the Old Beaver Betterment.

- Shawn said he received a complaint from a resident about the Postmaster. The Board has no jurisdiction in this matter.

**10:28 Non-public RSA 91-A:3, II (I)-** Lou made a motion to go into Non-Public under RSA 91-A:3, II (I). Jason seconded the motion and it passed unanimously. At 10:44, Shawn made a motion to return to public session. Jason seconded the motion and it passed unanimously.

**10:44 Non-public RSA 91-A:3, II (I)-** Shawn made a motion to go into Non-Public under RSA 91-A:3, II (I). Lou seconded the motion and it passed unanimously. At 10:46, Shawn made a motion to return to public session. Jason seconded the motion and it passed unanimously. Shawn made a motion to seal the minutes. Lou seconded the motion and it passed unanimously.

**10:48 Non-public RSA 91-A:3, II (c)-** Shawn made a motion to go into Non-Public under RSA 91-A:3, II (c). Jason seconded the motion and it passed unanimously. At 11:07, Shawn made a motion to return to public session. Jason seconded the motion and it passed unanimously. Shawn made a motion to seal the minutes. Jason seconded the motion and it passed unanimously.

At 11:08pm, Shawn made a motion to adjourn. Jason seconded the motion and it passed unanimously.

Respectfully submitted,

Debbie Deaton  
Town Administrator

**Minutes approved by BOARD OF SELECTMEN**

Shawn Talbot, Chairman: \_\_\_\_\_

Jason Somero: \_\_\_\_\_

Lou Alvarez: \_\_\_\_\_

Tax Map 7 Lot 1 New Ipswich, NH

Ray Aho <raho@ahocon.com>

Mon 12/4/2023 1:35 PM

[REDACTED]

Gentleman,

Hope all is well. How are the approvals progressing? A payment went out to you Friday 12/1.

The three suggestions for the name of the shared drive are:

Whitetail ~~Crossing~~ Drive

Watatic View Drive

Overlook Drive

If you need any more information please keep me informed.

Thanks,

Ray Aho

**AHO**  
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Approved  
12/19/23

To see if the Town will vote to modify the Elderly Exemption, previously adopted as follows :

*Age 65-74: \$75000; Age 75-79: \$112,50; Age 80+: \$150,000 Income Limit (Single): \$31,000 Income Limit (Married): \$42,000 Asset Limit (Single): \$85,000; Asset Limit (Married): \$85,000*

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**Current limits: Adopted: ■ 2018 17 Until Rescinded: ■**  
**65-74: \$50000 75-79: \$75000 80+: \$100000 Income Limit (Single): \$27000**  
**Income Limit (Married): \$37000 Asset Limit (Single): \$61000 Asset Limit (Married): \$61000**  
**Comment: 2018 Modified income and asset limits only; Previously modified in 2006.p**

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To see if the Town will vote to modify the income limits and amount of assessment reduced for Disability Exemptions from property tax in the Town of New Ipswich, based on assessed value, for qualified taxpayers, to be as follows: the person must be under 65 years of age, have been a New Hampshire resident for at least 5 years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married for at least 5 years. In addition, the taxpayer must have a net income of not more than \$31,000, or, if married, a combined net income of less than \$42,000 and own net assets not in excess of \$85,000 excluding the value of the person's

Please note that persons receiving Disability Exemption move to the Elderly Exemption when they reach age 65.

These articles may be better formatted using the state portal.

Shall the town MODIFY the provisions of RSA 72:39-a for Elderly exemption from property tax in the Town of New Ipswich, based on assessed value, for qualified taxpayers, to be as follows: for a person 65 years of age up to 74 years, \$75,000; for a person 75 years of age up to 79 years, \$112,500; for a person 80+ \$150,000. To qualify, the person must have been a New Hampshire resident for at least 3 consecutive years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married to each other for at least 5 consecutive years. In addition, the taxpayer must have a net income of not more than \$31,000 or, if married, a combined net income of less than \$45,000; and own net assets not in excess of \$85,000 excluding the value of the person's residence. (Majority vote required)

To see if the Town will vote to modify the income limits and amount of assessment reduced for Disability Exemptions from property tax in the Town of New Ipswich, based on assessed value, for qualified taxpayers, to be as follows: the person must be under 65 years of age, have been a New Hampshire resident for at least 5 years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married for at least 5 years. In addition, the taxpayer must have a net income of not more than \$31,000, or, if married, a combined net income of less than \$45,000 and own net assets not more than \$85,000, excluding the value of the person's residence.

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# **2024 STATISICAL UPDATE PROPOSAL**

FOR

**TOWN OF NEW IPSWICH, NH**

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## Organizational Profile

<b>Name of Company</b>	<b>M &amp; N Assessing Services, LLC</b>
<b>Mailing Address of Project Supervisor</b>	<b>Timothy Northcott PO Box 8532, Concord, NH 03303</b>
<b>Mailing Address of Company</b>	<b>21 June Street, Keene, NH 03431</b>
<b>Principal place of business</b>	<b>21 June Street, Keene, NH 03431</b>
<b>E-mail address</b>	<u><a href="mailto:tim@mnassessing.com">tim@mnassessing.com</a></u>
<b>Telephone number</b>	<b>(603) 759-0416</b>
<b>Name and Title of Company Signer</b>	<b>David Marazoff/Managing Partner</b>
<b>Type of business organization</b>	<b>Limited Liability Company</b>

## Summary of Services

Scope of Services is understood to be as follows:

**2023:** Perform Town Wide Statistical Update of all real taxable and tax-exempt property values located within the town of New Ipswich, NH. Update duties shall include:

- Comply with all applicable DRA Rev 600 rules.
- Compliance with agreed upon proposal schedule.
- Verify sale property data, including exterior dimensions of structures and interior inspection when possible. Notification post cards will be mailed to owners prior to inspection.
- Perform full sales analysis utilizing recent qualified sales in town.
- Notification of preliminary revaluation results and informal hearings dates.
- Defense of value.
- Conduct post hearing review of properties when necessary.
- Process and enter all data collected and value updates.
- Present final sales analysis and new values to the BOA by October 1, 2024.
- Deliver a USPAP manual to the DRA no later than 30 days after MS-1 filing.
- Deliver all 2023 abatement written responses to BOA prior to the July 1, 2025, deadline.

## Project Supervision Experience

**Town of Wilmot, New Hampshire:** 2010 town wide revaluation.

**Town of Canterbury, New Hampshire:** 2011 town wide cyclical revaluation.

**Town of Northwood, New Hampshire:** 2011 town wide statistical update.

**Town of Canaan, New Hampshire:** 2011 town wide revaluation.

**Town of Frankestown, New Hampshire:** 2014 town wide statistical update.

**Town of Haverhill, New Hampshire:** 2016 & 2021 town wide cyclical revaluation.

**Town of Harrisville, New Hampshire:** 2018 & 2023 town wide statistical update.

**Town of New Ipswich, New Hampshire:** 2019 town wide Cyclical Revaluation (update year).

**Town of Epsom, New Hampshire:** 2020 town wide Cyclical Revaluation.

## Services Preformed

### **Functions / Responsibilities:**

The Municipality of New Ipswich, NH seeks to retain M & N Assessing Services, LLC to perform the duties and functions of Municipal Assessor as provided for below.

### **Relationship of the Parties:**

The relationship between M & N Assessing Services, LLC (the Company) and the Municipality shall be that of an Independent Contract. As such, the Company shall hold the Municipality, its agents, servants and employees harmless, at the Company's sole expense, to any liability or legal proceeding occurring as a result of the Company's action(s) or omissions, including injury, death, property damage, or any associated expense(s) including cost of defense and reasonable attorney's fees.

It is understood by the parties that legal proceedings resulting from appeals of property valuations or constitutional interpretations concerning property valuations are not subject to this clause.

### **Scope of Services:**

It is understood by both parties that the hours worked by the Company are sufficient to cover the services as outlined in the Summary of services section of this proposal.

### **Work Schedule / Key Personnel Assignment:**

Tim Northcott shall be responsible for the supervision of all phases of work in the project and all work shall be completed under the supervision of a New Hampshire Department of Revenue Administration Certified Assessor Supervisor.

All personnel employed on the project for the necessary grading, classifying and appraising property shall be certified by the New Hampshire Department of Revenue Administration.

The personnel that will be assigned to the statistical update will include Tim Northcott, DRA Assessor Supervisor, Nick Taaffe, DRA Assessor assistant, and David Marazoff, DRA Assessor Supervisor. If additional personnel are required, the town will be contacted for approval prior to any work commencing.

**Confidentiality:**

The Contractor agrees not to disclose to anyone, except the Town, for any purpose, or permit anyone to use or peruse any of the data on file in the Town Office, except information necessary in complying with state law and the execution of this agreement.

**Services / Accommodations:**

The Company agrees to provide all services, support, personnel, labor, personal materials and equipment to perform the services that are the subject of the RFP.

The Company: The Company shall provide all the above-stated resources. Personal materials include calculators and field inspection equipment.

The Municipality: The Municipality shall provide office space with desks, tables, and chairs for use by the agents and employees of the Company in the execution of this contract if required. Also, the Municipality shall provide access to a copy machine for copying work related documents workspace at no cost to the Company when the company's presence has been requested by the municipality.

**Transfer/ Assignment/ Sub-letting:**

The Company reserves the right to re-assign, transfer, and sub-let all or parts of this proposal upon Board of Assessor approval.

# Cost Proposal

## ESTIMATED SCHEDULE OF COMPLETION & COST:

CATEGORY	COMPLETION	COST
START UP/CURRENT VALUE ANALYSIS/IDENTIFY SURVEY PERIOD	02/01/2024	\$8,000
SALES INSPECTION NOTICES & CALLBACKS (WHEN NEEDED)	03/01/2024	\$7,400
SALE INPECTIONS & PHOTOS	04/01/2024	\$7,400
SALES DATA ENTRY & ADDITIONAL VERIFICATION (WHEN NEEDED)	05/01/2024	\$7,400
SALES ANALYSIS	06/01/2024	\$7,400
FULL BY PARCEL VALUE REVIEW	07/01/2024	\$7,400
PRELIM VALUE NOTICES/APPTMNT CALLS	08/01/2024	\$11,250
INFORMAL REVIEW PROCESS (M&N SUBCONTRACTED)	09/15/2024	\$11,250
FINALIZED VALUES TO TOWN	10/01/2024	\$7,400
PRELIMINARY USPAP MANUAL TO DRA	11/15//2024	\$7,400
ESTIMATED TOTAL:		<b>\$82,300</b>

**This Proposal is Valid for Thirty Days.**