

**Selectmen Meeting Minutes**  
**Tuesday, December 17, 2002**

Attendance: Ada Brown, Chairman; Charles Leavitt; Dana Desjardins; Christine McClellan; Amanda Simpson, Assessor's Assistant; and Don Willard, Town Manager.

1. Call to order. Ada Brown opened the meeting at 7:00 pm.

2. Consideration of previous minutes dated December 3, 2002.

MOTION: Dana Desjardins motioned to approve the minutes of December 3, 2002 as written. Seconded by Charles Leavitt.

VOTE: Unanimous.

3. Consideration of draft Warrant Article for the acquisition of the former Post Office building located at 51 Main Street.

DISCUSSION: Mr. Willard submitted and read the warrant article proposed. He said that by Monday, December 23<sup>rd</sup> Robert Davis would give his opinion as to the amount of land available in relation to the type of building(s) we are investigating for a new Town Office/Library complex.

MOTION: Christine McClellan motioned to approve the article as presented. Seconded by Charles Leavitt.

VOTE: Unanimous.

4. Schedule Special Town Meeting for Tuesday, January 7, 2003 to consider purchase of 51 Main Street.

MOTION: Dana Desjardins motioned to schedule a Special Town Meeting for January 7, 2003, 7:00 pm at the Town Office. Seconded by Charles Leavitt.

VOTE: Unanimous.

5. Town-wide Property Revaluation – Discussion of Policy Issues.

DISCUSSION: Ms. Simpson said that her office was ready to go ahead with an RFP request from assessing companies for Raymond's revaluation. The schedule would be to begin the work on April 2003 with the belief that it will take 18 months to 2 years for completion. If this is true then the revaluation results would be used in the 2005-2006 tax year. She continued that the Town has not been revalued town-wide since 1989. She encouraged that this revaluation be on both real property, exempt property, and personal property. She had concern that Raymond's current technology is not adequate to do the work of today. She noted that Northern Data Systems which we now use is not Windows oriented which makes it less useful on a practical level. She hoped that once we have picked the assessing consultants, they will give us their opinion of what we should be using. She gave the Selectmen a copy of the State sales analysis. Mr. Leavitt asked if the estimate of \$78/parcel was correct. Mr. Willard replied that there is \$68,000 set aside from the last budget and we will continue to appropriate funds in a capital reserve account. He said that the revaluation could go on immediately. The quote is an estimate, and he felt that the price would come in less. Ms. Simpson said that the results from the revaluation would come in digital form including the photographs. Mrs. McClellan asked if the GIS would be used. Ms. Simpson replied that it would be very helpful and an integral part of it.

MOTION: Charles Leavitt motioned to accept the proposal submitted by Assessor's Assistant Amanda Simpson and to publish a request for proposal for a total revaluation to begin April 2003. Seconded by Christine McClellan.

VOTE: Unanimous.

6. Approval of Administrative Abatements and Supplementals submitted by Contract Assessor Michael O'Donnell.

MOTION: Christine McClellan motioned to approve the abatements as presented. Seconded by Dana Desjardins.

- 02/03-19 M0075 P \$ 131.29
- 02/03-20 T0125P \$ 73.99
- 02/03-21 L0412P \$ 80.25

- 02/03-22 D2121P \$ 512.74
- 02/03-23 G0035P \$ 121.06
- 02/03-24 K0155P \$ 481.42
- 02/03-25 S1040P \$ 49.70
- 02/03-26 S1050P \$ 163.30
- 02/03-27 T0150P \$ 414.67
- 02/03-28 B0200P \$ 279.39
- 02/03-29 B0165P \$ 345.17
- 02/03-30 C1350P \$ 47.84
- 02/03-31 C1116P \$ 59.80
- 02/03-32 D3214P \$ 32.10
- 02/03-33 H0025P \$1,240.00
- 02/03-34 L0136P \$ 197.59
- 02/03-35 L0130P \$ 37.38
- 02/03-36 L5417P \$ 32.10
- 02/03-37 R0200P \$ 104.65
- 02/03-38 R3237P \$ 80.25
- 02/03-39 R0500P \$ 583.00
- 02/03-40 S2000P \$ 144.22
- 02/03-41 S1313P \$ 101.53
- 02/03-42 S0270P \$ 62.48
- 02/03-43 S3276P \$ 32.10

VOTE: Unanimous.

MOTION: Christine McClellan motioned to approve the 2001 supplemental tax assessment for Sabre Corporation in the amount of \$4,012. Seconded by Charles Leavitt.

VOTE: Unanimous.

7. Approval of Quit Claim Deed for Map 54, Lot 67, Caton Road. MOTION: Charles Leavitt motioned to approve the Quit Claim Deed for Map 54, Lot 67. Seconded by Christine McClellan. VOTE: Unanimous. NOTE: The Quit Claim Deed was signed. 8. Communications and other business.

a. Route 302 Project

DISCUSSION: Mr. Willard reported that the bid process is going on with a deadline of January 17, 2003 at 11:30 am. He felt that they would have a bid opening at that time at the Town Office. He said that the State money was secure so that the project would go forward as planned.

b. Cardboard recycling containers.

DISCUSSION: Mr. Desjardins noted that the new cardboard area fencing was a great improvement. Mr. Willard said that the expanded Public Works force made it a reality.

c. Town Office Christmas lighting.

DISCUSSION: Mrs. Brown thanked the Lions Club for providing the Christmas lighting for the Town Office saying that it looked very nice.

d. Budget/Finance Committee.

NOTICE: Mr. Willard announced that the Budget/Finance Committee would be meeting next Monday, December 23, 2002 at 7:00 pm to discuss the 51 Main Street purchase and their special town meeting recommendation.

e. Town Office/Library Building Committee

NOTICE: Mr. Willard announced the Committee: Ernest Allen, John Brenan, Marcia Corradini, Stanley Gifford, Christine McClellan, Betty McDermott, Louise Murray, Barbara Thorpe, Don Willard, and Kevin Woodbrey.

f. Video Enhancement Procurement

DISCUSSION: Mrs. Lester explained that originally the Selectmen had voted to purchase a new microphone and audio enhancer September 3, 2002. It was discovered that our current audio mixer would not take another microphone; therefore a quote was given for a larger audio mixer which is about \$2,500. Audio Design said that if a new mixer was purchased we probably would not need the audio enhancer. Mrs. Lester questioned whether the current reception was adequate and whether further modifications were needed to the system. Mrs. Brown thought the current reception was OK and wondered whether there was a way to find out how many people actually watch the meetings on cable. Mr. Willard thought that Time Warner had a way to figure that out.

MOTION: Charles Leavitt motioned not to expend funds at this time for the video equipment. Seconded by Christine McClellan.

VOTE: Unanimous.

g. Technology Training

DISCUSSION: Mr. Willard said that the School Department was scheduling computer training for the Town's staff – school and town office at Jordan-Small School and/or Raymond Elementary. There was discussion about the potential for adult education classes in Raymond.

9. Review and authorize December 17, 2002 Treasurer's Warrant.

MOTION: Charles Leavitt motioned to approve the Treasurer's Warrant in the amount of \$161,761.36. Seconded by Christine McClellan.

VOTE: Unanimous.

10. Adjourn.

MOTION: Christine McClellan motioned to adjourn. Seconded by Ada Brown.

VOTE: Unanimous.

ADJOURNMENT: Ada Brown adjourned the meeting at 7:49 pm.

Louise H. Lester  
Town Clerk