

Claremont Policy Committee

Meeting Minutes

October 4, 2018

I. Call to order

Charlene Lovett called to order the regular meeting of the Claremont Policy Committee at 6:03p on October 4, 2018 at Claremont Visitors Center.

II. Roll call

Charlene Lovett conducted a roll call. The following persons were present: Charlene Lovett, Jon Stone, and Abigail Kier.

Ryan McNutt attended as a guest.

John Simmonds joined the meeting at 6:18p

III. Old business

- Meeting Minutes from 2017 – none are on file, each member please search files to see if you have them, and send them to Doree.
- Vote for Chair – Charlene Lovett voted into this role by Jon Stone and Abigail Kier
- Verified new meeting schedule of 1st and 3rd Thursday of each month
- Set Priorities for topics of discussion that need our attention:
 - 1 – Board of Assessors
 - 2 – Lead Policy
 - 3 – Food Truck
 - 4 – Police Commission
 - 5 – Gift/Donation Policy
- Board of Assessors Discussion:
 - Discussed briefly about how the board would complement the assessor. This would be an additional oversight and public meeting to discuss these matters.

- There are four cities that have the same form of government as we do in NH who have a board of assessors. Each member of the committee will take one city to research and bring back information for the next meeting. Keene (Jon), Lebanon (Charlene), Berlin (Abigail), Concord (John).
- Questions we will want to find answers to in regards to the cities during our research should consist of:
 - What are your commission's appointment timeframes? (eg. three year terms, and start with a staggered 1,2,3 year terms)
 - What, if any, specific qualifications do you require of your applicants?
 - Do you require residency/living in the community for a certain period of time?
 - Who makes the appointments, and does that work for them?
 - How many members do you have on this board?
 - Do you allow possibilities for alternate positions?
 - What are the duties your commission performs?
 - How often do you meet, and how long are your meetings?
- Current list of questions for legal counsel:
 - What language in the Keene charter allows the appointment to come from the mayor?
 - What are the pros and cons of having the city manager over the mayor appoint the members?
 - What would have to change in the Claremont charter to allow the mayor appoint the members?
 - Is there a possibility to allow for alternate positions on the board?
- Ryan McNutt updated us that he is very close to hiring an assessor, whom would be very interested in contributing to the conversation.
- Charlene noted that in her research she has learned about a regionalized tri-town assessing partnership that is used in three NH towns to help save on costs. Consensus was that it would be good to learn more about this

(RSA 53a - tri-town assessing), Charlene provided the article that talked about this <https://www.NHMunicipal.org/TownandCity/Atricle/43>

- Mr. McNutt noted that Norm Bernash is the contracted assessor for Newbury, New London, and Sunapee and that he would be a wealth of information on this topic and he could reach out to see if he would be able to talk to us about this.
- Discussed the possibility of interviewing different parties who hold different roles in this process for more information. We could possibly interview some assessors who have worked with board of assessors (Ryan will ask Chuck Reese to come to the next policy committee meeting on the 18th.) We could also reach out to Marlene Jordan Boisclar who previously worked for Claremont in the assessor's office, she lives in Claremont, could be a great resource for information (may also be great to tap for this board if she were interested)
- Charlene also brought up PA-28 (RSA 74) - Inventory Form for Reassessment/Re-evaluation - This goes out to citizens every year, and helps the assessment information stay better up to date and provide more accurate property values. This may be something great for the board of assessors to look into further for use in Claremont.
- The committee decided that we will take our assigned cities and try to obtain answers to our above questions. We will bring the answers back to the meeting on the 18th to review and complete our list of questions for legal counsel.
- Lead Policy
 - General Discussion about this policy:
 - Ryan to talk to departments that deal with lead for any reason and ask what is working, what isn't, and what do they need? Is there any Policy and Code Enforcement, and where they see needs, things this policy can help to achieve. Do they have everything they need to do their job, but also how can we be fair across the board?
 - What can we do here to require precautions in reference to home improvements with lead - is there anything we can add to an ordinance, and are we allowed to do this? How would we even be able to enforce this? How to make any changes? Would it be a legislative

change as the commission predates the RSA, or perhaps garnering enough signatures to get on ballot, etc.

IV. Other

- Next meeting set for October 18th.

V. Adjournment

Motion to adjourn: Abigail Kier, second by: John Simmonds, all were in favor at 7:09p.

Minutes submitted by: Abigail Kier

Minutes approved by: All in favor at 10.18.18 CPC Meeting