

original

Contract between George W.Hildum and the Town of
Henniker

George W.Hildum agrees to provide the following services to the Town of Henniker:

Scope of Work and Services:

Generally to provide assessing and related support services in the ongoing operation of the assessing Department. To assist the Selectmen in fulfillment of their duties and responsibilities related to tax assessment of real property throughout the municipality as the Town determines necessary and appropriate.

It is understood by the Selectmen and George W. Hildum, CNHA that the hours worked by the contract assessor shall be sufficient to:

1. Work with the assessing technician to adequately manage and maintain tax exemptions and credits, current use, land use change tax, timber and gravel yield taxes, and all other statutory assessing functions.
2. Work with assessing technician to ensure that annual assessment reviews and changes for such things as subdivision, mergers, lot line adjustments, tax map corrections, any other assessment corrections and new construction/pickups are accurately made.
3. Perform field inspections to collect data for ongoing construction and properties with active building permits and prepare any assessment changes for data entry to be done by the assessing technician.
4. Perform field inspections and other studies to review all abatement requests.
5. Meet with taxpayers wishing to discuss their valuations.
6. Meet with Board of Selectmen or their designee(s) upon request
7. Consider all properly filed abatement requests by any taxpayer and, after review and research, make a written recommendation to the Board of Selectmen.
8. Represent the Town of Henniker and its best interest in all abatements and appeals
9. Meet and work with Department of Revenue Administration (DRA) monitors to ensure that the Town is meeting all assessment review requirements and to maintain a good working relationship.
10. Perform annual assessment to sales ratio studies for the purpose of verifying the accuracy of the DRA's annual equalization survey and to inform the Selectmen of the need for a full revaluation, partial revaluation, or statistical update to be compliant with RSA 75:8
11. Provide oversight and assistance and to act as a liaison between the Selectmen and any revaluation company hired by the Town to perform a full revaluation or statistical update.
12. Assist the Selectmen or their designee(s) with any special projects or assignments identified and authorized by the Selectmen.

2 year - 1/1/00 to 12/31/01
Pick-up
Sep Dec, 2010
GWH

The Town accepts the fee schedule presented by George W. Hildum for the first year shall be paid without specific Board of Selectmen approval.

No expenditure above the total budgeted amount for applicable fiscal year shall be paid without specific Board of Selectmen approval.

The contract is exempt from the 'major bid' process per Section V-4 of the Town of Henniker Procurement Policy. (Professional Services/Consultants section) **Schedule of fees is attached to contract.**

Service shall commence on January 1, 2009 and will expire on December 31, 2010.

Any assessing requirement added or deleted from the services required will require an amended section signed by both parties. (Including adjustment of fee schedule)

The Town of Henniker shall have the option of terminating the contract for the following reasons:

1. Funding for contract assessor is not funded by the annual town meeting.
2. Quality of work is substandard to expectations of the Town.
3. Inappropriate conduct or behavior while assessing in the field or administering reviews at Town Hall, gross negligence, neglect or misrepresentation of responsibilities listed in contract scope of services or any other action(s) (or lack of) deemed serious enough for termination.

This contract is in force upon signature of the Town Administrator. Vendor may cancel contract within a thirty-day advance written notice.

General Commercial Liability insurance required in amount of \$1,000,000. Must be obtained and documented upon signing of contract.

This contract constitutes the complete agreement between the parties, and no prior or contemporaneous communications, whether oral or written, may be incorporated into this agreement.

This contract may only be amended with the prior written approval of both parties.

This contract is not assignable.

Per the Town's Procurement Policy, it is required that the contractor guarantees the fee schedule for thirty (30) days prior to the Town's signing the contract. The contractor shall absorb any increase in cost estimates within the one-year time frame from signing.

Increases after the first year are subject to approval by the Town Administrator at which time an updated fee schedule shall be attached to contract.

Signed:

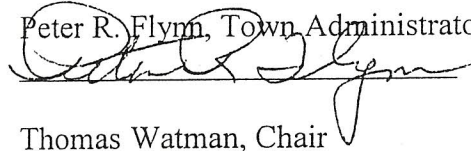
George W. Hildum



Date: January 6, 2009

Town of Henniker, NH

Peter R. Flynn, Town Administrator



Thomas Watman, Chair
Henniker Board of Selectmen

