



MINUTES
BOARD OF ASSESSORS
EXECUTIVE CHAMBERS - CITY HALL
DECEMBER 10, 2009

Present: Robert Pelchat, Chairperson of Board of Assessors
Jonathan Edwards, Member of Board of Assessors
Paul Croteau, Member of Board of Assessors
Susan C. Warren, Assessors Office Coordinator/Deputy City Clerk

Also Present: Patrick MacQueen, City Manager
Dave Woodward, City Assessors, Avitar
Mary Jo Landry, Executive Director, Berlin Housing Authority
Margaret McClellan, Member of Berlin Housing Authority

1) **CALL TO ORDER**

The meeting was called to order at 2:00 PM.

2) **NON-PUBLIC SESSION**

Chairman Robert Pelchat called for a non-public session. Paul Croteau made a motion to go into non-public session per RSA 91-A: 3 II (c) "Matters which, if discussed in public, would likely affect adversely the reputation of any person," and Jonathan Edwards seconded this motion. All concurred. The Board of Assessors went into non-public session.

3) **RESULT OF NON-PUBLIC SESSION**

Member Paul Croteau made a motion to go into regular session and to seal information provided as this is confidential material and not right to know. Jonathan Edwards seconded the motion. The Board of Assessors went into public session.

It should be noted at this time that Paul Croteau and Jonathan Edwards will need to reclude themselves from any decisions on the Berlin Housing Authority. Member Croteau is on the Board for the Housing Authority and Member Edwards is the realtor for a property at 74 Maynesboro Street which the Housing Authority helped to revitalize.

Mary Jo Landry discussed with the Board the history behind the Housing Authority being invited by the City of Berlin in the 1960s. A huge amount of money was infused in the City and a cooperative agreement with the City was signed. The agreement specifically states a definition for "shelter" rent as being the total of all charges to all tenants of the Project for dwelling rents and nondwelling rents (excluding all other income of such Project), less the cost to the Local Authority of all dwelling and nondwelling utilities. The Housing Authority is not a 501 (c) (3) organization but a Housing Authority and the pertinent RSAs can be found under Chapter 203. The Board is appointed by the Mayor and City Council. She stated that there are a total of 55 units. There are six 8 unit buildings and one 7 unit building as well as an office building.

Ms. Landry also stated that the Housing Authority also assists in other ways. Recently they stepped in, with permission from the City Manager, to continue the progress on the Community Development Block Grant when the Housing Coordinator was absent. They have stepped in for other local projects in a co-operative effort to improve the City.

She clarified the difference between Northern Lights, St. Regis Housing, Cornerstone Housing and the Berlin Housing Authority. A letter from a Housing Authority attorney explaining Housing Authorities and PILT payments will be sent to the Board of Assessors in the near future. This letter will assist future Board members should the issue arise at a later date or if questioned by any other housing concern as to why the Authority has a cooperative agreement and falls under a different than the others.

The Board thanked Ms. Landry and Ms. McClellan for their attendance and candid response to questions they had.

4) **ABATEMENT FOR TAX YEAR 2009 FOR THE CORNERSTONE HOUSING NORTH PROJECT, INC.**

As per agreement with the Cornerstone at the meeting of December 8, 2009, the Board of Assessors reviewed and signed the abatement in the amount of \$376. This tax is for the first floor space that was unoccupied and unfinished on April 1, 2009. The total tax which the Board and Cornerstone agreed to was \$3,023. No decision has been on what the PILT payment for the Cornerstone should be. The Board is awaiting information from them (Regarding an adjustment to the utilities deducted).

5) **NOMINATION OF A NEW CHAIRPERSON**

As it had been agreed in the past the individual serving as chairperson would rotate among all members, Paul Croteau nominated Jonathan Edwards and Robert Pelchat seconded the nomination. Mr. Edwards has served on the Board since September 2005. Mr. Edwards accepted the nomination. All being in favor, Jonathan Edwards will now be the new Chairperson.

6) **ADJOURNMENT**

A motion to adjourn was made by Jonathan Edwards and seconded by Paul Croteau. Motion was made and seconded to adjourn. The motion passed. The meeting was adjourned at 3:00 PM. The next meeting of the Board of Assessors will be held in the near future.

Respectfully submitted,

Susan C. Warren

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Assessors Office Coordinator/Deputy City Clerk