



MINUTES
BOARD OF ASSESSORS
EXECUTIVE CHAMBERS - CITY HALL
APRIL 25, 2011

Present: Jonathan Edwards, Chairperson of Board of Assessors
Robert E Pelchat, Member of Board of Assessors
Kem Rozek, Member of Board of Assessors
Susan C. Warren, Assessors Office Coordinator/Deputy City Clerk
Also Present: Charles Haynes Sr of 4 Clarendon Street for part of meeting

1) CALL TO ORDER

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

2) REVIEW & APPROVE MINUTES DATED MARCH 16, 2011 AND APRIL 7, 2011

Minutes for the meeting of March 16, 2011 and April 7, 2011, were e-mailed to the Board for their review prior to this meeting. A motion was made by Member Kem Rozek to accept the minutes as typed. Member Robert Pelchat seconded the motion. The motion was made and seconded and all concurred. The minutes of March 16 and April 7 will be placed on file.

3) DISCUSSION WITH CHARLES HAYNES SR RE: 4 CLARENDON STREET

Mr. Charles Haynes Sr, 4 Clarendon Street, addressed the Board concerning his mobile home. He compared his home to Robert Guerin who has the same size home as his and has two bedrooms and two baths. Mr. Guerin's trailer is 8 years old and Mr. Haynes' trailer is 18 years old. Mr. Guerin's home was assessed at \$37,900. and Mr. Haynes' was assessed at \$29,300. in 2009. In 2010, Mr. Haynes' home was assessed at \$34,200. and Mr. Guerin's home was assessed at \$31,700. The condition was changed on Mr. Haynes' card and he questioned why it was changed when all he did was lift carpeting and lay down laminate flooring. He also compared his home to other homes in park. Mr. Haynes said two trailers sold in the last 11 years for more than assessed value. Only single wide manufactured housing is allowed in park. The Board questioned Mr. Haynes regarding his home and the other housing units that he had mentioned. The Board said that they would discuss the assessment further and they agreed with Mr. Haynes that he had a legitimate concern. The Board stated that Mr. Haynes had made a good case. The Board thanked him for bring this to their attention. Mr. Haynes departed. After Mr. Haynes left they continued to discuss the assessment. The Board voted to adjust his value to so it would be somewhere in the \$31,000. range.

4) REVIEW & SIGN ABATEMENT FORMS FOR TAX YEAR 2010

The following abatement applications were reviewed and granted:

Map-Lot	Owner	Location	2010	2010	Tax Abated
			Assessed Value	Abated Value	
135-84	Addario, Thomas ETAL	60 Bemis Street	\$ 155,600.	125,800.	944.
133-53	Arsenault, Jean A Jr	812 Kent Street	59,400.	58,900.	17.
108-15	Car Freshner Corp	22 Jericho Road	1,066,000.	874,000.	6,086.
128-153	Chernicki, Janice	38 Guilmette Street	53,000.	48,700.	136.
134-15	Delisle, Helene	1378 Napert Street	60,000.	43,900.	511.
119-124	Dyer, Kristina	81-83 Mason Street	65,900.	48,400.	555.
128-253	Johnson, GI	1051 Main Street	256,300.	211,100.	1,433.
122-222	Lanteigne, Donald	181 Collins Street	71,000.	60,300.	338.

Map-Lot	Owner	Location	2010 Assessed Value	2010 Abated Value	Tax Abated
404-34	Murray, Lloyd B Jr ETAL	161 East Milan Road	257,500.	228,800.	909.
120-341	Myers, Derek J ETAL	300 Church Street	135,700.	126,600.	289.
118-49	McGivney-Liechti, Karen	536 First Avenue	73,600.	69,700.	125.
107-7	Nash, Susan ETAL	63 Jericho Road	44,100.	39,700.	140.
137-85	Northwoods Mobile Home Park Co-op Inc	Hutchins Street	587,074.	411,774.	5,557.
132-172	Reed, Robert & Lorraine	396 Forbush Avenue	51,200.	46,800.	139.
119-132	Reed, Robert & Lorraine	81-83 Granite Street	84,700.	65,200.	617.
119-3	Roy, Rayleen M	94 Main Street	112,500.	94,100.	584.
104-14	Russo, John D III	183 Jericho Road	33,800.	25,600.	259.
122-11	Sykes, Larry & Theo	Grandview Drive	65,500.	50,500.	476.
122-12	Sykes, Larry & Theo	Grandview Drive	65,500.	50,500.	476.
122-3.01	Trottier, Sandra	23 Grandview Drive	94,100.	92,200.	59.

The following abatement applications were denied:

Map-Lot	Owner	Location	2010 Assessed Value
128-255	Cole, Gary E	820 Main Street	\$ 282,800.
122-3.07	Couture, Robert J	29 Grandview Drive B-3	120,200.
119-4	Croteau, George & Kevin	102 Main Street	74,100.
126-85	Cullamar, Erwin ETAL	12 Sherry Street	193,600.
122-3.04	Dussault, Gerald ETAL	26 Grandview Drive A-4	92,500.
122-3.05	Glines, Heidi E	27 Grandview Drive B-1	130,100.
122-3.08	Glines, Phillippa, Tr	30 Grandview Drive B-4	131,200.
122-3.06	Huntley, John D	28 Grandview Drive B-2	114,600.
133-105.L2	Perry Street, LLC	170 Perry Street	470,200.

The above taxpayers will be notified of the Board of Assessors' decision and informed of their right to appeal to Board of Tax & Land Appeals or Superior Court. The Board was updated on the pending abatements. Berlin Bowling Center has refiled stating they are awaiting an appraisal which has not been completed. Robert Langlois of 645 Western Avenue and Gary Hamel for the Berlin Foundry located at 489 Goebel Street, are both awaiting recommendation from Avitar.

If the taxpayer comes in to inquire about further steps and request a meeting with the Board, past policy was to take their phone number and contact them once the next meeting of the Board was set. Discussion followed regarding making a notation on the abatement application form advising the taxpayer that he has the right to meet with the Board to discuss his abatement request. It was noted that the forms are prepared by the Board of Land & Tax Appeals but a notation could be made on the instruction sheet. A debate regarding setting this policy followed. No definite decision was made at this time. Chair Edwards felt it should be discussed at a future meeting.

5) **REVIEW & APPROVE VETERAN TAX CREDIT APPLICATIONS**

The following veteran tax credit applications were reviewed and approved:

<u>Map-Lot</u>	<u>Owner</u>	<u>Location</u>
121-18	Gauthier, Frank	528 Willard Street
119-199	Paulin, Lorraine	117 Washington Street

6) **REVIEW NOTICE OF INTENT TO EXCAVATE FOR 2011 TAX YEAR**

Two Notice of Intent to Excavate Material forms were filed. One was filed by Albert & Mary Guay, West Milan Road for Map 407 Lot 3.020 and the other was filed by Thomas & Scott Dillon for Map 407 Lot 13. The Board reviewed the filings and signed the forms. The \$100 filing fee for both will be mailed to the Department of Revenue Administration along with the appropriate copies of the forms.

7) **REVIEW & SIGN WARRANT & CERTIFICATE FOR REPORT OF EXCAVATED MATERIAL FOR TAX YEAR 2010**

Albert & Mary Guay filed a report of excavated material for 2010. The total tax due is \$125. The Board reviewed and signed the warrant and certificate. These will be passed on to the Tax Collector's Office.

8) **REVIEW CURRENT USE APPLICATION**

The Board reviewed a current use application filed by Robert J Arsenault on 185 West Milan Road—Map 402 Lot 16. Connie Jackson of Avitar had previously reviewed the application and accompanying map and matrix. Ms. Jackson made changes – regarding acreage and categories -- to the map and application. The Board reviewed the revisions that had been made and approved the revised current use application. Mr. Arsenault will be informed of this decision and notified that he must pay the recording fee to the Registry of Deeds (\$16.44). Once the check is received the appropriate forms will be sent for recording and the adjustments to value will be made.

9) **REVIEW & DISCUSS FORMS A-9 AND A-12 THAT HAVE BEEN FILED FOR TAX YEAR 2011**

The Board was notified that two property owners who had previously applied for tax exempt status did not file this year. The two owners are Theatre North and Saint Jude Chapel. Saint Jude Chapel has not been occupied since the death of the local bishop and it was not being used as a church on April 1, 2011. The Board voted to place this property back on the tax rolls. They requested that another attempt be made to notify Theatre North that they must file the form A-9 and A-12. The A-9 forms and accompanying documents from Mother Sophrinia and White Mtn Ridge Runners have been sent to Avitar for their recommendation. The Board also discussed Tri-County CAP request for exempt status on property located on Gilbert Street. On the A-9 form Tri-County CAP states that the building is being used by Weatherization program for storage. The Board tabled this issue for the time being.

10) **ADJOURNMENT**

A motion to adjourn was made by Robert Pelchat and seconded by Kem Rozek. Motion was made and seconded to adjourn. The motion passed. The meeting was adjourned at 3:40 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