



MINUTES
BOARD OF ASSESSORS
ASSESSORS' OFFICE - CITY HALL
JUNE 16, 2015

Present: Robert Goddard, Chair of Board of Assessors
Kem Rozek, Member of Board of Assessors
Susan Warren, Assessors' Office Coordinator

Also Present for portions of meeting:

Marilinne Cooper, Executive Director of Women's Rural Entrepreneurial Network
Laura Jameson, Berlin Director of Women's Rural Entrepreneurial Network
Rob Tozier, KRT Appraisal
Joshua Gendron, KRT Appraisal

1) **CALL TO ORDER**

The meeting was called to order at 3:30 PM.

2) **REVIEW & APPROVE MINUTES DATED MAY 19, 2015**

The minutes for the meeting of May 19, 2015 were e-mailed to the Board for their review prior to this meeting. A motion was made by Board Member Kem Rozek to accept the minutes as typed. Chair Goddard seconded the motion. The motion was made, seconded and all concurred. The minutes of May 19 will be placed on file.

3) **NON-PUBLIC SESSION RSA 91-A:3 II (e)**

At this time the Ms. Cooper and Ms. Jameson, representatives of WREN (Women's Rural Entrepreneurial Network) approached the Board. They recently purchased the property at 117 Main Street and are requesting that the property be exempt from property tax. They filed the form A-9 & A-12 with accompanying documentation on May 15 which was after the deadline for filing these forms is April 15.

Chairperson Robert Goddard called for the meeting to go into non-public session. Member Kem Rozek 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,...". Chair Robert Goddard seconded this motion. All concurred. The Board of Assessors went into non-public session.

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

Board Member Kem Rozek made a motion to go into regular session and to seal the documentation provided as the information is confidential material and not right to know for issue discussed under RSA 91-A:3 II (c). Chair Goddard seconded the motion and stated that the Board was now in public session.

After review of the application and discussion about the purpose of the organization (WREN), the Board voted to grant the request for exempt status starting tax year 2015. WREN owns property in Bethlehem, NH, and receive the form from them automatically. Therefore, they did not know they needed to make a request for exempt status. As this was their first time, they needed to approach the

Board to make this request. The Board signed an abatement for the first half of tax year. In future years, WREN will automatically receive the necessary form to maintain this status. The representatives of WREN thanked the Board for their time and consideration and departed.

5) MEETING WITH REPRESENTATIVES OF KRT APPRAISAL

Rob Tozier and Josh Gendron of KRT Appraisal met with the Board to discuss the progress of the statistical update being conducted in the City for tax year 2015. They informed the Board that sales for the last two years have been reviewed and preliminary values are in the process of being calculated. Both Mr. Tozier and Mr. Gendron were in town yesterday and today driving around the City in order to establish neighborhoods for use with land values. They showed the Board a rough draft of the map depicting various neighborhoods they will be using. Discussion regarding neighborhood locations followed. At this time Mr. Tozier discussed the timeline for the statistical update which was given to the Board in March and noted that he does not believe that the company will meet the given deadline of August 15. The Board noted that they wanted to give them sufficient time so the end product is a good one. They should have notices mailed out by the end of July beginning of August so they can hold the informal hearings at the beginning to mid-August. No specific date was given for the completion of the project. Mr. Tozier and Mr. Gendron spoke to the Board regarding the new tool they use to measure buildings. It is a 3D Data scanning device. The device provided a 3D scan that is converted to a 2D sketch with measurements that accurate to within 4 inches. KRT will be using the scan device when they perform the cyclical data collection over the next five years. The Board thanked KRT for taking the time to meet with them to discuss their progress and to demonstrate the scan device. KRT thanked the Board and departed.

6) REVIEW & DISCUSS VALUATIONS CHANGES FOR FIRST HALF OF 2015 TY

Chernicki, Matthew & Janice 248 Burgess Street Map 117 Lot 9

Garage & shed were billed twice. Once on Map 117 Lot 8 and again on Map 117 Lot 9.

The Board reviewed the cards and agreed that the garage and shed were being billed twice. They signed an abatement for the 2015 first half billing in the amount of \$58.

Dolan, Brenda & Keith Griffin 21 Hanover Road Map 121 Lot 102

Age of dwelling change is in question.

After discussion and review of the property record cards, the Board agreed to adjust the year built from 1960 to 1890. This change will decrease the value by \$14,200 and decrease the 2015 first half billing by \$237.

The Tax Collection Department will be advised of these abatements and will issue revised tax bills.

7) REVIEW & APPROVE TIMBER TAX WARRANT FOR TY2014

The following timber tax warrants were issued:

Lessard, Pierre & Louise	Map 106 Lot 26,27,28	\$ 2,420.17
Bouthillier, Allen	Map 107 Lot 5	\$ 1,788.61

The proper forms and the warrant was signed.

8) OTHER BUSINESS

Application for Reimbursement to Town & Cities in which Federal & State Forest Land is Situated (Form PA-16)

The Board reviewed the application. The Jericho Lake Recreation Trail Park has 5,438.3 acres with a value of \$369/acre for a total assessed valuation of \$2,006,700. The White Mountain National Forest has 16,135.36 acres with a value of \$351/acre for a total assessed valuation of \$5,663,500. They signed the form which will be sent to Equalization Bureau of Department of Revenue Administration.

PA-28 Inventory of Taxable Property Form for 2016

The Board reviewed and signed the form noting that the City will not be using the PA-28 form in 2016.

8) ADJOURNMENT

There being no further business, a motion to adjourn was made by Member Kem Rozek and seconded by Chair Robert Goddard. Motion was made and seconded to adjourn. The motion passed. The meeting was adjourned at 5:55 pm.

Respectfully submitted,

Susan C Warren

Assessors Office Coordinator