



MINUTES
BOARD OF ASSESSORS
ASSESSORS' OFFICE - CITY HALL
November 17, 2015

Present: Robert Goddard, Chair of Board of Assessors
Pierre Morin, Member of Board of Assessors
Mark Eastman, Future Member of Board of Assessors
Bryan Chevarie, Assessors' Office Coordinator

1) **CALL TO ORDER**

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

2) **REVIEW & APPROVE MINUTES DATED AUGUST 19, 2015 & AUGUST 24, 2015**

The minutes for the meetings of October 21, 2015 were e-mailed to the Board for their review prior to this meeting. A motion was made by Board member Pierre Morin to accept the minutes as typed. Member Robert Goddard seconded the motion. The motion was made, seconded, and all concurred. The minutes October 21 will be placed on file.

3) **NEW BOARD MEMBER OATH OF OFFICE – MARK EASTMAN**

Mark Eastman took the Oath of Office to become a regular voting member effective November 20, 2015.

4) **KRT PERSONNEL UPDATE**

Chair Goddard provided an overview of the processes that the Board goes through and their responsibilities. He also summarized the recent assessment-related happenings to the new members of the Board. Chair Goddard explained that KRT is the new appraisal company and the city is going through significant changes in terms of property values and an upcoming increase in the tax rate.

Chair Goddard noted that KRT has already experienced personnel changes in their operations here in Berlin. They have decided to bring in their Chief Assessor, Richard Dorsett, to manage the significant appraisal issues that arise.

The Board compared two tax cards for the same property. One from the new Vision software and a 2014 card from Avitar. The group discussed the differences and talked about how potentially valuable the new Vision cards will be with all of the extra information that they contain.

5) **MS-1 REVIEW**

The Board reviewed the final draft of the MS-1 form. A motion was made by Chair Goddard to accept the MS-1 in total and it was seconded by Pierre Morin. The Board members signed the form and it was later submitted to the State of New Hampshire Department of Revenue Administration (DRA) for processing.

6) DISCUSS 2015 RATIO STUDY REPORT

The Board reviewed the final figures from the sales study generated via the DRA Web Portal. Office staff pointed out that our figures now satisfy all four of the criteria that need to be met. The Board signed the DRA's Municipal Assessment Data Certificate.

7) REVIEW DRA ACTION REPORTS

Office staff presented the Board with copies of DRA Action Reports that were received after two recent visits. On October 15th Josephine Belleville reviewed twelve property record cards of sales used in the 2015 revaluation sales analysis by KRT. A finalized report will be provided to the Board in upcoming months. On November 5th Josephine Belleville and her associate Phil Bodwell visited the Assessors' office and met with Josh Gendron, contract assessor from KRT. Josh Gendron took them into the field and demonstrated the process he goes through when measuring and assessing properties.

8) REVIEW, DISCUSS, & APPROVE VETERAN TAX CREDIT APPLICATION

Gemmiti, Roland Map 119/Lot 201 190 Emery Street

The Board reviewed Mr. Gemmiti's application and voted to grant the veteran tax credit starting tax year 2016. The application and was signed by the Board.

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

There was no business that required a non-public session.

10) LETTER FROM BTLA RE: GREAT LAKES HYDRO

Chair Goddard read a letter aloud from the Bureau of Tax & Land Appeals that was sent to Great Lakes Hydro regarding an abatement request of their 2014 tax assessment. The BTLA declared that the City of Berlin informed them that Great Lakes Hydro did not sign the original abatement application filed on February 27, 2015. Therefore, if they cannot prove otherwise their appeal will be denied.

11) BTLA - STATUS OF APPEALS

KRT's Richard Dorsett has been in contact with the two homeowners whom have appeals pending with the BTLA. He is currently reviewing the appeals with the homeowners in hopes of coming to an agreement before the cases advance further into the appeal process.

12) OTHER BUSINESS

There was no other business.

13) Adjournment

There being no further business, a motion to adjourn was made by Chair Bob Goddard and seconded by Pierre Morin. The motion passed. The next meeting of the Board will be held on December 15, 2015. The meeting adjourned at 5:00 pm.

Respectfully submitted,
Bryan Chevarie, Assessors' Office Coordinator