



MINUTES  
BOARD OF ASSESSORS  
ASSESSORS' OFFICE - CITY HALL  
SEPTEMBER 16, 2014

Present: Robert Goddard, Chair of Board of Assessors  
Robert Pelchat, Member of Board of Assessors  
Kem Rozek, Member of Board of Assessors  
Susan C. Warren, Assessors Office Coordinator/Deputy City Clerk

Present for Portion of meeting:  
Christopher & Justyna Dubey

1) **CALL TO ORDER**

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

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

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 (e) "Consideration or Negotiation of Pending Claims or Litigation...". Member Robert Pelchat seconded this motion. All concurred. The Board of Assessors went into non-public session.

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

Board Member Kem Rozek made a motion to go into regular session.

The Board and Mr. & Mrs. Christopher Dubey of 732 Kent Street reached a settlement agreement for tax year 2013. The valuation will drop from \$79,800 to \$73,400. The valuation will remain in effect until the City conducts an update (scheduled for TY 2015) or until revised in good faith pursuant to RSA 75:8. All appropriate forms were signed by both parties and documentation will be mailed to the BTLA with copies sent to the Dubey's. BLTA Docket #27174-13PT will be marked as settled and there will be no hearing.

The Tax Collection Department will be notified of this decision and refund abated tax with 6% interest from date paid.

3) **REVIEW & APPROVE MINUTES DATED AUGUST 19, 2014**

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

4) **PUBLIC COMMENTS**

There were no public comments.

5) **ASSESSORS' COMMENTS**

There were no assessors' comments.

**6) OTHER BUSINESS**

Chair Goddard updated the other Board members regarding his meeting with Mayor & City Council on September 2. The recommendation to hire KRT Appraisal as the Assessing Firm that would conduct the 2015 Update was discussed. Two firms had submitted proposals and the Board had reviewed both proposals and voted to recommend KRT. Mayor & Council accepted the recommendation. There was also discussion about implementing a new CAMA system. Chair Goddard also spoke to the Mayor & Council about Vision and its benefits.

KRT will discuss and do a presentation of Vision on September 23 at 10 am and the Board was invited to attend so they could ask questions and familiarize themselves with its functionality.

The Board questioned the status of the 2014 utility valuations and were informed that no values have been submitted to date.

**7) ADJOURNMENT**

There being no further business, a motion to adjourn was made by Member Kem Rozek and seconded by Member Robert Pelchat. Motion was made and seconded to adjourn. The motion passed. The meeting was adjourned at 4:05 pm. The next meeting of the Board will be held in the near future.

Respectfully submitted,

Susan C. Warren

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Assessors' Office Coordinator