Minutes
Board of Assessor's Meeting
March 18, 2009

Members Present: Eugene Reed, John McSorley and Jason Neuman.
Others: Town Administrator Charles Brown, Selectman Peter Bock, Selectman Mary Bonser and Heidi Seaverns.

7:15 PM Eugene Reed called the meeting to order.

The first order of business was to elect a chairman. After asking John McSorley if he would accept the chairmanship if nominated,
Motion: Neuman, second Reed to nominate John McSorley as Chairman of the Board of Assessor's for the coming year.
Vote: 3-0 in favor.

Chair McSorley then turned the discussion over to Mr. Reed since he had drafted the agenda for the meeting this evening. Mr. Reed stated that the purpose of the meeting was to receive transitional information from the staff and Selectmen (BOS). Mr. Brown stated that Ms. Seaverns would continue to perform the assessing duties as she has in the past. Ms. Seaverns stated that she would be taking minutes for the Board of Assessors (BOA) at their meeting as long as she was available on the meeting nights. Office space and equipment as well as access to the CAMA system for the members were the next items to be discussed. Mr. Brown informed the Board that they could each receive a level one password to the CAMA system but for the foreseeable future, the one individual with access to change information would be Ms. Seaverns. Mr. Brown stated that the Board members would not receive a key to the Selectmen's office given the fact that it is not only assessing information in the office. Ms. Seaverns said that in the past, when a member of the BOS has needed work space in the office, an area has been provided and the same would hold true for the BOA. Mr. Brown stated that there was a desk available if the Board determined they would need one. Ms. Seaverns made copies for each member of the Board of the existing assessing services contract as well as the data verification contract that the Town has with Commerford, Nieder, Perkins, LLC (CNP). She also provided each member with copies of the Assessing Calendar from the ASB manual. This calendar outlines the important dates for officials as well as taxpayers in a monthly format. Chair McSorley asked the status of ongoing assessing projects. Ms Seaverns stated that CNP was going to be in Town the week of the 23rd to pick up new construction & building permits. She went on to state there were 21 abatements filed in 2008, 9 of which are still outstanding. Mr. Brown informed the Board that the dam on Nottingham Lake has been deemed substantially complete and the owner hopes to start impounding water any day now. Ms. Seaverns informed the Board that the first round of Veteran's Tax Credit verification letters had been sent and that the Elderly & Disabled verification letters were set to be sent out mid April. Both of these tasks are tied to the 5 year assessment review done by NHDRA. Nottingham's next year for review is 2011. The question was asked how CNP bills and procedure for approval of those invoices. Ms. Seaverns explained that CNP bills as work is completed, usually once or twice a month. She verifies that work on the invoice has been completed as stated; the invoice goes to Mr. Brown for review, then to the BOS to sign off on. After some discussion, it was determined that after Ms. Seaverns has reviewed the invoice, it would go to the BOA for their approval, then to the BOS for approval & payment. The BOA asked that they receive monthly statements of their budget. Mr. Reed then asked the Selectmen present to outline their concerns about confidentiality of exemption and credit applications. Much discussion followed. Mr. Bock stated his original concerns were that the BOA understands the responsibility of their job and the level of sensitivity required for the job. He went on to say that he will support the BOA, is interested in what their focus will be and hopes they will be an asset to the community. Ms. Bonser stated that she is concerned about loosing the small town community aspect of Nottingham. She went on to say that she is apprehensive about maintaining the confidentiality of the resident's financial & medical matters. Discussion then turned to education of the taxpayers and also members of the Board. Mr. Neuman informed the Board that he was going to take the IAOO course 101 on line. The Boa discussed venues of education of taxpayers-seminars held here in the community center and through articles in the Community Newsletter. Mr. Bock informed the BOA that the Town's cable contract is up next year and there is a Cable Advisory Committee that has been formed to help renegotiate the contract. He is in hopes of multiple public access channels being made available to the Town, which could be used for education as well.

The Board discussed their upcoming meeting schedule. After some discussion of availability of the members, the next meeting was scheduled for Monday April 6, 2009 at 7PM in Conference Room # 2. The Board will also have a training session on Saturday April 11, 2009 at 8:30AM.

The Board next addressed the signature file.
First to be considered was a request from the Tax Collector to grant him the authority to waive interest in the amount of $ 5.00 or less (RSA 76:13).
Motion: McSorley, second Reed to authorize the Tax Collector to waive interest in the amount of $ 5.00 or less.
Vote: 3-0 in favor.
The Board signed approval for 2 Veterans Tax Credit applications, Map 54 Lot 7-4 and Map 6 Lot 20-26.
The Board next discussed a memo from the Tax Collector in regard to a property that can be deeded for non-payment of taxes however there is a question of who owns the property. The property in question is a mobile home in Cedar Waters Village. Ms. Bonser indicated that in similar situations in the past, the Town has deeded the property to the Bonsers and they have disposed of it, removing it from the tax rolls. As a result of the discussion, the Board will refer this matter back to the Tax Collector to discuss with the Board of Selectmen. Finally, the Board discussed a request from a taxpayer for assistance in paying her outstanding taxes for 2008. Discussion followed about responsibilities of the Board of Assessors (BOA) vs. responsibilities of the Board of Selectmen (BOS). Ms. Bonser informed the Board she had spoken with an attorney at LGC in regard to this issue. The attorney had said that matters of abatement of taxes, as well as assessing issues fell under the authority of the BOA while tax deed matters were the authority of the BOS. Mr. Brown stated that the Town attorney had made similar statements.
Motion: McSorley, second Neuman to refer this matter back to the BOS for consultation with the Town Attorney on whose jurisdiction this matter fell under.
Vote: 3-0 in favor.

Having no further business,
9:17 PM **Motion:** McSorley, second Reed to adjourn.
Vote: 3-0 in favor.

Respectfully Submitted, **Accepted as written 4/6/09**

Heidi Seaverns