**Minutes**
**Board of Assessor's Meeting**
**October 5, 2009**

Members Present: John McSorley, Eugene Reed and Jason Neuman
Others: Heidi Seaverns.

7:05 PM Chairman McSorley called the meeting to order.

The Board addressed the signature file.
The Board reviewed the abatement paperwork for the settlement agreement for the BTLA case (Docket number 23983-08LC) with Seacoast Habitat for Humanity (Map 16 Lot 31-1). Ms. Seaverns explained that once the BOA had approved the paperwork, it would go to the Selectmen for their approval as well.
**Motion:** McSorley, second Neuman to approve the abatement for Seacoast Habitat for Humanity in the amount of $ 4704.
**Vote:** 3-0 in favor.
Board members next acted on a Land Use Change Tax
**Motion:** McSorley, second Neuman to assess Land Use Change Tax in the amount of $ 6000 to Map 53 Lot 20.
**Vote:** 3-0 in favor.
Board members then reviewed and signed Intent to Cut forms for
Map 2 Lot 1 (taxes current)
Map 76 Lot 1 (bond posted)
Map 15 Lot 3 (taxes current)
Map 4 Lot 4-2 (taxes current).

The Board addressed the correspondence file.
First item to be discussed was the invoice from Commerford, Nieder, Perkins, LLC (CNP) in the amount of $ 991.50 for the general assessing work. The invoice was approved by the members. The Board discussed a letter from Linda Kennedy (NHDRA) informing the Town that DRA would not be mailing the ratio study sheets to the Town this year. Nottingham files data electronically and we can print sheets directly from Real Data. Ms. Seaverns explained to the Board how the equalized ratio study is completed. Mr. Reed requested copies of the sheets once they have been completed. The Board reviewed the ballot for NHAAO officers (Nottingham is a member).

Regarding outstanding minutes,
**Motion:** McSorley, second Reed to accept as amended the minutes of the meeting on September 21, 2009.
**Vote:** 3-0 in favor.

Chair McSorley opened up discussion of awarding the contract for the 2010 update. Mr. Reed questioned the need for a field review. Chair McSorley explained that once a sales analysis has been completed, a field review is done to ensure that the values established through the sales analysis prove out consistently throughout the town. Mr. Reed thanked Chair McSorley for the explanation. Discussion then followed about the 2 proposals that the BOA is considering. The discussion centered around consistency of assessing in Town, ability of the contractor to explain the process and values to the taxpayers through a public relations campaign and the ability to meet the deadline for completion of the project. After discussion, it was the consensus of the

members that CNP would be the logical choice given the fact that they have been in Town for 2 years and have been collecting data already and that their public relations skills based on the presentations made would be more acceptable to taxpayers. The only question was the completion date of the project as Mr. Nieder had indicated that they would not be able to meet the August 12, 2010 deadline in the RFP.
**Motion:** McSorley, second Reed to award the 2010 update of values contract to Commerford, Nieder, Perkins, LLC for the revised amount of $ 69,700.
**Vote:** 3-0 in favor.
Ms. Seaverns will contact CNP to let them know of the decision and to request a completion date for the project. Ms. Seaverns reminded Board members that the BOS must approve the award of the contract. Discussion followed about the procedure. Ms. Seaverns indicated that the agenda for the next BOS meeting (10/13/09) was full, and that if acceptable to the BOA, she would put them on the BOS agenda for the October 26, 2009 meeting. This would give the BOS time to review minutes from previous BOA meetings held about this issue so a BOS decision could hopefully be made at that 10/26/09 meeting.

Next item to be discussed was the assessing budget for 2010. Ms. Seaverns asked the members to think about the data verification process for 2010. She explained to the Board that in 2005, the BOS had not done the full data verification for that year given the expense of the update. The verification issue is more complicated for 2010 in that 2010 is also the assessment review year and only 3/5 of the verification will be completed. Discussion followed about data verification in general and the quality of the physical data in the assessing system. The Board will get back to Ms. Seaverns on this item. Ms. Seaverns has started work on the budget and will have one for the Board's review at their next meeting. Mr. Reed asked if the Nottingham Lake dam was on the assessment card for that property. Ms. Seaverns stated it had not been on previous cards. Members asked that Ms. Seaverns make an inquiry to CNP in regard to this issue. Mr. Reed asked if anyone from the Town had verified that the buildings deed to Cedar Waters had in fact been removed. Ms. Seaverns will ask the Town Administrator about this issue.
Board members will discuss a submission about the 2010 update to the next Nottingham Newsletter and set a date for their presentation at their next meeting.

Having no further business,
8:50 PM **Motion** Reed, second McSorley to adjourn.
**Vote:** 3-0 in favor.

Respectfully Submitted,

Heidi Seaverns

**Approved as written**
**11/02/09**