

**Minutes
Board of Assessor's Meeting
December 13, 2010**

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

7:00 PM Chairman McSorley called the meeting to order.

The Board addressed the signature file.

The members reviewed the 2010 ratio study as prepared by Ms. Seaverns. Of the 114 sales that occurred in the time period used (10/1/09 through 9/30/10), there were 39 qualified sales used for the analysis. The median ratio was 96.5, Coefficient of Dispersion (COD) was 4.6 and Price Related Differential (PRD) was 1.01. Members signed the Municipal Assessment Data Sheets Certificate. Ms. Seaverns will release data to the State on Tuesday and mail the certificate as well.

Members signed Intent to Cut forms for Map 73 Lots 1-1 & 1-2 and for Map 76 Lot 1, taxes are current on both properties.

Ms. Seaverns informed the members that Lionel MacEachern had been in the office doing the review for assessment review. She informed the members that there have been some errors discovered in the process for exemptions, credits and current use. Members then signed an elderly exemption application. The individual had been receiving the disabled exemption but due to her age, needed to apply for the elderly exemption.

Regarding outstanding minutes,

Motion: McSorley, second Neuman to accept as written the minutes of the meeting on November 29, 2010.

Vote: 3-0 in favor.

Members then reviewed the final invoice from Commerford, Nieder, Perkins, LLC for the update. Ms. Seaverns explained to the board that the first invoice received from CNP had listed all the CTOS cards as part of the overage charge. This was corrected after Ms. Seaverns made an inquiry to CNP. Board members would like to pursue collection of the late fees as well as the technology support costs that were incurred to provide off site access to the Civicware program for the company. Ms. Seaverns will consult with the Town attorney. On a related note, Ms. Seaverns informed the board that the town attorney is still trying to make contact with the attorney associated with the Superior Court appeal. She will keep the board informed.

Ms. Seaverns asked the members about going to the next Selectmen's meeting (12/20) to recommend hiring Avitar as the assessing firm for the Town in 2011. She stated she had put the Board on the agenda for 6:30PM. All members indicated they would try to be at the meeting.

The members discussed the scheduled meeting on December 27th and decided that they would not meet on this date. Their next regularly scheduled meeting will be January 10, 2011.

Having no further business,

8:00 PM **Motion:** McSorley, second Neuman to adjourn.

Vote: 3-0 in favor.

Respectfully Submitted,

Heidi Seaverns

**Approved as amended
1/10/11**