

**Minutes**  
**Board of Assessor's Meeting**  
**January 10, 2011**

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 approved & signed 5 Veterans Tax Credit applications (Map 1 Lot 4; Map 23 Lot 2-M2; Map 5 Lot 2-1F; Map 16 Lot 19 and Map 7 Lot 15). Members then signed a denial of Veteran's Tax credit for Map 23 Lot 2-M2 (second property owner did not meet criteria). Members signed Intent to Cut forms for Map 74 Lots 3 & 3-1, taxes are current on both properties. Taxpayer has requested forms be signed so he can obtain his wetlands crossing permits from DES.

The Board next reviewed the correspondence file.

The members reviewed a letter from a taxpayer requesting waiver of interest on the 1<sup>st</sup> issue tax bill. The 1<sup>st</sup> issue payment was never received by the Tax Collector, presumably lost in the mail. Some discussion followed. Ms. Seaverns reminded that in the past the Board has relied on the fact that it is the taxpayer's responsibility to ensure taxes are paid.

**Motion:** Reed, second McSorley to deny request for waiver of interest.

**Vote:** 3-0 in favor. Ms. Seaverns will send the taxpayer a letter informing them of the Board's action.

Members reviewed the letter from NH Electric Cooperative's tax representative stating that the Co-Op had withdrawn their 2008 & 2009 appeals that were before BTLA. Ms. Seaverns informed the Board that she had spoken with BTLA and the appeals were closed. Members then reviewed a draft letter to be sent to individuals that need a qualification to their Veterans Tax Credits. Ms. Seaverns will prepare the letters for the Chairman's signature at the Board's next meeting.

The Board next discussed their 2010 report to be submitted for the 2010 Town Report. Ms. Seaverns reminded the members that the report was due at the end of the week. Discussion followed. Ms. Seaverns volunteered to draft the document (similar to 2009 format) on Tuesday and email to members for their review.

Ms. Seaverns asked the Board members about an abatement application that she had received with only 1 property owner's signature. In the past, she has returned the signature page with a letter explaining that all property owners need to sign. Members instructed Ms. Seaverns to send a letter to the taxpayer and identify the statute (if possible) that requires all owners to sign. Ms. Seaverns then updated the members on the 2010 Assessment Review process. She reported that Mr. MacEachern had completed his office review of files. Credits & Exemptions were satisfactory. The Current Use files were not adequate. Ms. Seaverns explained that each property must have its own property record and all forestland must have an owner completed matrix that addresses topography, accessibility and site quality of the parcel. Ms. Seaverns stated that a number of the current property files have multiple lots in one folder-same owner with multiple vacant parcels. She indicated that other towns have had similar issues during the Assessment Review process with their current use files. On a related note, review of exemptions, credits and current use had been done individually during assessment review (exemptions one year, then credits, then current use). Ms. Seaverns would like to review the exemptions, credits and current use files on a quadrant system tying it into the data verification portion of the Assessment

Review. With this system, property owners will be asked to provide information during the same timeframe that their properties are being reviewed. Members thought that this was the time to give the new system a try.

Regarding outstanding minutes,

**Motion:** McSorley, second Neuman to accept as amended the minutes of the meeting on December 13, 2010.

**Vote:** 3-0 in favor.

Ms. Seaverns asked the members if they wanted to start their next meeting on January 24, 2011 at 6:30PM instead of the regular 7PM start time. The mediation has been scheduled for 7PM on that evening. Her reasoning for the change in start time was to allow members to get their regular business completed before the mediation session, which would be in non public session. Members agreed. Ms. Seaverns will post the meeting with a 6:30PM start time.

Having no further business,

8:05 PM **Motion:** Reed, second Neuman to adjourn.

**Vote:** 3-0 in favor.

Respectfully Submitted,

Heidi Seaverns

**Approved as written**  
**1/24/11**