

Minutes
Board of Assessor's Meeting
October 17, 2011

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

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

The Board addressed the signature file and the correspondence file simultaneously.

Members signed the Intent to Cut form for Map 37 Lot 1 (taxes current).

Members reviewed and signed off on an invoice from Avitar Associates for September work in the amount of \$ 2,294.47 This reflects work on the data verification for 2011 (\$1876), and miscellaneous assessing tasks (\$418.47).

Ms. Seaverns informed the members that all paperwork (Town & School District) that is necessary to set the tax rate has gone to Concord for review. She went on to explain that she would like the BOA to vote to sign the warrant when ready in anticipation that the rate will be set & finalized before the Board's next meeting on November 14.

Motion: McSorley, second Neuman to sign 2nd Issue Tax Warrant once prepared by Ms. Seaverns.

Vote: 3-0 in favor.

Members reviewed the order for a settlement hearing from BTLA on the remaining appeal for 2010. The settlement hearing has been ordered to take place no later than February 13, 2012. Ms. Seaverns informed the members that Ms. Martin will be requesting the opportunity to visit the entire property for a measure & list as part of the settlement hearing process.

Members next reviewed the 2012 budget narrative. Ms. Seaverns told the members that she had discussed numbers for 2012 with Ms. Martin. The Contract Assessing line will be requested at \$15,000 which is down from \$19,000 in 2011. The higher amount was due to the uncertainty of the number of appeals to be generated as a result of the reval. The Data Verification line will reflect a slight increase-from \$15,010 to \$15,570-due to the increase in the total number of parcels. The software costs have not been finalized as of the meeting. Ms. Martin mentioned that if the Town signed a contract for 4 years, these costs (contract assessing & data verification) would remain constant. Ms. Seaverns explained that if there was a municipal funding clause in the contract the Town could sign the contract. Members would like to see a proposal in writing before deciding on this. Ms. Martin had also brought up the idea of creating a Capital Reserve Fund (CRF) for Revaluations. Ms. Seaverns opened the discussion on CRFs by saying they are a tool that can be used to spread out over a number of years the tax burden of a large expense such as a revaluation. She went on to say that she had spoken with Town Administrator Brown about this. He wanted the BOA's opinion before presenting the issue to the BOS. Discussion followed. The members came to a consensus that a CRF would be a good idea and they would like to pursue it. Ms. Seaverns will let Mr. Brown know. She will also contact Ms. Martin and ask for a written proposal for the 4 year contract. Chair Reed asked if the BOA needed to present their budget to the committee-Ms. Seaverns will check into this and let the members know.

Ms. Seaverns then asked the members to consider scheduling a regular meeting once a month. She told the members that it is a common practice of the other BOA's in NH to have 1 meeting per month and schedule more if the need arises. She suggested the 2nd Monday of the month as the regular meeting date. Members liked the idea of meeting once a month. Ms. Seaverns will prepare a schedule for the 2012 meeting dates for the Board's review. The remaining two meetings in 2011 will be on November 14 and on December 12, 2011.

The Board will act on their outstanding minutes at their next meeting.

Next meeting will be November 14, 2011 at 7PM.

Having no further business,

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

Vote: 3-0 in favor.

Respectfully Submitted,

Heidi Seaverns

Approved as written
3/19/12