

**Minutes**  
**Board of Assessor's Meeting**  
**December 13, 2011**

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

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

The Board addressed the signature file.

**Motion:** McSorley, second Neuman to issue a Timber Tax Levy in the amount of \$ 1123.41 for Map 59 Lots 1 & 2 (dated 1/3/12).

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

**Motion:** Neuman, second Reed to approve abatements for Map 69 Lot 8 (\$1618) & Map 69 Lot 10 (\$3540).

**Vote:** 3-0 in favor. These are in house abatements-the properties should have had additional acreage put into current use for 2011 final tax bill and it was not done before billing.

**Motion:** Neuman, second Reed to sign Land Use Change Tax for Map 53 Lot 7 in the amount of \$ 6050.00. A house has been built on the property and this 2.7 acre portion of the lot no longer qualifies.

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

Members signed the Intent to Cut form for Map 66 Lot 1. Taxes are current.

Members reviewed & signed an invoice from Avitar Associates for work done in November in the amount of \$ 7108.74. This reflects work on the data verification for 2011 (\$5628), and miscellaneous assessing tasks (\$1480.74).

The Board then addressed the correspondence file.

Members reviewed a letter from property owners with an appeal at BTLA. The letter was in response to a request from the BOA to allow an interior inspection of their property prior to the required settlement meeting. The property owners denied the request and asked to be scheduled for a meeting with the BOA in January at an evening meeting. Ms. Seaverns told the BOA that she had spoken with Ms. Martin from Avitar and she was available to attend the January 9, 2012 meeting. Ms Seaverns will contact the property owners and invite them to attend the January 9, 2012 meeting. On a related note,

**Motion:** Reed, second Neuman to send another letter to the previous assessing contractor requesting any back up information in regard to the value established in 2010 that is being appealed. In addition, the letter will contain a request for the contractor to make a statement about the duration & extent of his property inspection that was done in November 2010.

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

Members then reviewed & approved the 2012 meeting schedule. This schedule has 1 meeting per month, on the second Monday of the month. As always, if there is a need for additional meetings, they will be scheduled.

Ms. Seaverns updated the members on the digital map project. She reported that the company is over halfway done with the project. The overall match between photos and the old maps is ok (very impressive for free). Once the project has been completed, the data will be given to the office staff to find the areas that don't match/problems and O'Donnell can fix them next year. It will be more cost effective for our staff to review the data. A cost to fix these items will be arrived at after the data has been finished. This amount of money will go into the 2012 budget.

Ms. Seaverns reported that BTLA has granted an extension for the settlement hearing in the other case at BTLA (January 31, 2012). The taxpayer was waiting on an appraisal and had not received

it in time to make the original deadline. The property owner will be meeting with Avitar on January 6, 2012.

Members asked Ms. Seaverns to draft the BOA report for the 2011 Town Report. Ms Seaverns will create the report and send to members for their review.

Ms. Seaverns asked the members for a recommendation to the Board of Selectmen in regard to signing a contract with Avitar for either 1 year or for 4 years. The contract has a fiscal funding clause in it. The 4 year contract will lock in rates for the 4 years. Billing will be done monthly at a flat rate. After some discussion,

**Motion:** Neuman, second McSorley to recommend to the Board of Selectmen to sign the 4 year contract with Avitar Associates.

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

Members reviewed the notice that Ms. Seaverns had developed about RSA 674:39-aa. This allows previously merged lots to be unmerged upon written request of the property owner, providing several conditions have been met. These are outlined in the statute, which Ms. Seaverns has incorporated into the notice. The notice must be posted by January 1, 2012 and remain posted until December 31, 2016. It also has to be published in the 2011-2015 Town Reports. The statute is somewhat vague in what Board has jurisdiction over this issue, the only reference within the statute is "the governing body". Members felt that before going ahead and acting on these requests, they should first ask the BOS if they want to act on them.

**Motion:** Reed, second Neuman to notify BOS in writing about RSA 674:39-aa and ask if the BOS wants to act on any unmerge requests or have the BOA act on them.

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

The members will act on the outstanding meeting minutes at their next meeting.

Next regularly scheduled meeting for the Board is January 9, 2012. The meeting will start at 6:30PM to allow the BOA to do their administrative work before the meeting with the taxpayer.

Having no further business,

7:55 PM **Motion:** Reed, second Neuman to adjourn.

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

Respectfully Submitted,

Heidi Seaverns

**Approved as written**  
**3/19/12**