

**Minutes**  
**Board of Assessor's Meeting**  
**March 19, 2012**

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

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

Chair Reed asked if the other members had seen or read the Property Tax article written by Barbara Reid in Town & City magazine. Ms. Seaverns provided copies to all members. She went on to say that it was an excellent article along the same lines as the presentation that the Board had done in 2010. Chair Reed indicated he may forward the link to the article to The Forum. Ms. Seaverns then informed the members that the Capital Reserve Fund article for Revaluation passed at Town Meeting on Saturday. The initial phase of data verification for 2012 has been completed. Data entry has been done as well and new cards are being reviewed for accuracy. Pickups are tentatively scheduled to start the week of April 2 (Ms. Seaverns will confirm the date this week). The Town has received the draft digital maps. The staff is reviewing them and once this review has been completed, the maps with the corrections/additions will go back to O'Donnell for finalization. Ms. Seaverns will also send the map changes for 2012 at that time. Ms. Seaverns confirmed that the Dorrance case at BTLA has been closed at the taxpayer's request. The other BTLA case is awaiting a hearing date since a settlement could not be reached. Ms. Seaverns advised the BOA that as discussed, Ms. Martin (Avitar) will be filing a discovery request with the taxpayers for a full measure & list of the appealed property since there are known physical data errors on the tax card. The BOA will not pursue an administrative warrant. Ms. Seaverns told the members that there were 22 abatements filed for 2011, two of which were utilities (Hampstead Water Co & Fairpoint). After action on the abatements in the signature file this evening, there will be 13 remaining abatements and they have been given to Avitar for their review and recommendation.

The Board addressed the signature file.

Members signed an Intent to Cut for 2011 tax year for Map 52 Lot 4-1-taxes are current. Members signed an Intent to Cut for 2012 tax year for Map 52 Lot 4-2-taxes are current.

Members approved & signed Veteran's Tax Credit applications for the following properties:

Map 69 Lot 19	Map 55 Lot 3-24	Map 1 Lot 52
Map 5 Lot 2-1E	Map 38 Lot 22	Map 4 Lot 18-9
Map 55 Lot 3-39	Map 1 Lot 192	Map 6 Lot 20-29
Map 2 Lot 1 D-4	Map 7 Lot 3-2 (2)	Map 44 Lot 3

Members signed and approved Tax Credit applications for total & permanent service connected disability on the following properties: Map 44 Lot 3 and Map 5 Lot 2-1F. Members signed and approved a Blind Exemption for Map 20 Lot 5.

**Motion:** McSorley, second Neuman to issue a Timber Tax Levy in the amount of \$ 1323.20 for Map 29 Lots 8-1.

**Vote:** 3-0 in favor. Members signed the certification sheets & the warrant.

**Motion:** Neuman, second Reed to sign Land Use Change Tax for Map 4 Lot 4-7 in the amount of \$ 5500.00.

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

**Motion:** Neuman, second Reed to sign Land Use Change Tax for Map 4 Lot 4-6 in the amount of \$ 5500.00.

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

**Motion:** Neuman, second Reed to sign Land Use Change Tax for Map 4 Lot 4-5 in the amount of \$ 5500.00.

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

**Motion:** Neuman, second Reed to sign Land Use Change Tax for Map 4 Lot 4-4 in the amount of \$ 5500.00.

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

**Motion:** Neuman, second Reed to sign Land Use Change Tax for Map 4 Lot 4-3 in the amount of \$ 5500.00.

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

**Motion:** Neuman, second McSorley to sign Land Use Change Tax for Map 4 Lot 4 in the amount of \$ 172.00. This is a final release of the current use on this property.

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

**Motion:** Neuman, second McSorley to sign Land Use Change Tax for Map 19 Lot 2 in the amount of \$ 44.00.

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

**Motion:** Neuman, second McSorley to sign Land Use Change Tax for Map 63 Lot 16 in the amount of \$ 1500.00. **Vote:** 3-0 in favor.

Members signed the warrants and A-5 forms for each of the above Land Use Change taxes.

**Motion:** Neuman, second McSorley to deny the abatement for Map 45 Lot 8-4 based on review and Avitar's recommendation.

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

**Motion:** McSorley, second Neuman to deny the abatement for Map 13 Lot 5-18 based on review and Avitar's recommendation.

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

**Motion:** Neuman, second Reed to approve the abatement for Map 14 Lot 27 in the amount of \$ 30.82 based on review and Avitar's recommendation.

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

**Motion:** Neuman, second Reed to approve the abatement for Map 1 Lot 31 in the amount of \$ 994.00 based on review and Avitar's recommendation.

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

**Motion:** Neuman, second McSorley to approve the abatement for Map 37 Lot 1-1 in the amount of \$ 1621.00 plus interest at the request of the Tax Collector. This reflects the amount of a second issue tax bill that was improperly credited to another taxpayer in 2011.

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

The members then signed a Supplemental Property Tax Warrant in the amount of \$ 1621 for Map 2 Lot 9. This will correct the posting of the above payment to the incorrect account.

The Board next reviewed the correspondence file.

Members reviewed and approved an invoice from Avitar for February work for a total of \$2332.92 (\$1072.92 for contract assessing and \$1260 for data verification work). Members reviewed a letter from Gary Roberge (Avitar) to Hampstead Water Company requesting back up documentation for their 2011 abatement request. There was also a letter from Mr. Roberge, on behalf of the Assessing Standards Board (ASB), requesting questions for a frequently asked question section that is going to be added to the Understanding Property Taxes Manual that was produced by the ASB several years ago. Ms. Seaverns has submitted a question about values of properties that have been purchased from banks as a result of a foreclosure. Many people expect their assessments to be lowered to the sale price of their property, usually which is considerably less than their appraised value. There was also a postcard sent to the Town from Tom Duffy announcing a recent sale of waterfront property.

Regarding outstanding minutes,

**Motion:** Reed, second Neuman to accept as amended the minutes of the meeting on July 11, 2011.

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

**Motion:** Reed, second Neuman to accept as amended the minutes of the meeting on August 8, 2011.

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

**Motion:** Reed, second McSorley to accept as amended the minutes of the meeting on October 17, 2011.

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

**Motion:** Reed, second McSorley to accept as amended the minutes of the meeting on December 13, 2011.

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

**Motion:** Reed, second Neuman to accept as amended the minutes of the meeting on January 23, 2012.

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

Next meeting will be April 9, 2012 at 7PM.

Having no further business,

8:30 PM **Motion:** Reed, second McSorley to adjourn.

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

Respectfully Submitted,

Heidi Seaverns

**Approved as written**  
**5/14/12**