

**Minutes
Board of Assessor's Meeting
April 4, 2011**

Members Present: Jason Neuman and John McSorley.

Member Absent: Eugene Reed

Others: Heidi Seaverns.

7:05 PM Chairman McSorley called the meeting to order. Mr. Neuman received a text message that Mr. Reed would not be attending the meeting this evening.

Members will wait to elect a new Chairman until the full Board is present.

The Board addressed the signature file.

Motion: McSorley, second Neuman to issue a Timber Tax Levy in the amount of \$ 2266.42 for Map 49 Lot 1.

Vote: 2-0 in favor.

The members signed both an Intent to Cut for Map 29 Lot 8-1 and an Intent to Excavate for Map 10 Lot 12. Taxes are current on both properties. Operations are for the 2011 tax year.

The Board then addressed the correspondence file.

Members reviewed letters from NH DRA in regard to the assessment review and the USPAP Compliance of the manual for the 2010 update. The assessment review process of office records has been completed. The only area where a problem exists is the current use files. Ms. Seaverns informed the Board that she is going through every property record folder to be sure that the current use information in the assessing system is correct. One of the requests from the review is that every property should have its own folder. This is due to the fact that a lot of the vacant parcels that are owned by the same person are in 1 file. They would have typically been put into current use at the same time and so would have been kept together. DRA would like them filed individually. Ms. Seaverns will keep the members apprised of her progress on this project.

The manual produced by CNP was found to be USPAP compliant by DRA.

Members then reviewed and approved an invoice from Avitar for February's work in the amount of \$96.57.

Members next reviewed a request for reconsideration of a denial to consider an abatement that had been filed after the March 1 deadline. There was no postmark on the original application and it was picked up at the Post Office on March 3, 2011. Since mail is picked up daily at the Post Office, one can assume it was mailed either later on March 2 or in the morning of March 3. Ms. Seaverns had prepared a letter to the taxpayer for the Chairman to sign.

Lastly, members discussed a letter from Loren Martin in regard to a potential problem in the valuing of some waterfront property. Members asked that Ms. Seaverns arrange for Ms. Martin to attend the next meeting and speak to the Board about this issue.

The members will wait to act on the outstanding meeting minutes until the full Board is present.

Having no further business,

7:41 PM **Motion** McSorley second Neuman to adjourn.

Vote: 2-0 in favor.

Respectfully Submitted,

Heidi Seaverns

**Approved as written
4/18/11**