

**Minutes**  
**Board of Assessor's Meeting**  
**July 9, 2012**

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

7:03 PM Chairman Reed called the meeting to order.

Regarding outstanding minutes,

**Motion:** Reed, second Neuman to accept as amended the minutes of the meeting on June 11, 2012.

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

The Board addressed the signature file.

**Motion:** Reed, second Neuman to assess Timber Tax Levy for 2012 tax year for Map 61 Lot 4 in the amount of \$ 297.55.

**Vote:** 3-0 in favor. The Board signed the warrant for the levy.

Ms. Seaverns informed the Board that she had received the additional documentation requested for the Disabled Exemption application for Map 72 Lot 29 and has put the exemption into the system as the applicant qualifies.

The Board next reviewed the correspondence file.

Members reviewed a letter to Ms. Seaverns from the Project Manager of the NH Mosaic Parcel Map project. The letter requested that Nottingham (Ms. Seaverns) be involved in the preview phase of the new software that is being developed for the Equalization process. The software is being developed for the Department of Revenue Administration with its vendor the UNH Technology Transfer Center (T2) and it is scheduled to be released statewide on October 1, 2012. Ms. Seaverns told the Board that she has met with Dave Salzer & Patrick Santoso from UNH and she has been using the software for the sales from October 1, 2011 through mid June of 2012. Overall, it is very user friendly. There are some minor glitches that will be discussed when Mr. Santoso comes back into the office in the next few weeks. Chair Reed asked if he could be notified when they were coming back to the office. Ms. Seaverns indicated she would let him know. This Equalization software will replace the current solution that is provided through Real Data Corporation (RDC). The new software is designed to spread out the workload for both the Towns & DRA staff as it is a dynamic system. Towns can go into the system weekly, monthly, or at any interval they choose and verify sales. The RDC software was limited in this respect depending on the type of assessing software you use. DRA staff will be able to send any questions about a particular sale to the Town right through the new system and the Town's staff will be able to reply in the same way. Members reviewed an order from BTLA setting the date for rescheduled hearing in BTLA for Docket # 25669-10PT to April 2, 2013 at 9:00AM. Ms. Seaverns informed the Board that the taxpayers will be sending a request to the BTLA for the case to be heard sooner if a date becomes available due to a cancellation or settlement.

Ms. Seaverns then asked the Board for their permission to submit the Avitar invoice for June for payment before they actually see the invoice. It will be for a flat rate as it has been all year (\$1072.92 for contract assessing and \$1260 for data verification work). The invoice will be received next week and Ms. Seaverns would like to submit for payment before the BOA's next meeting. Members approved the submittal of June invoice from Avitar for payment once it has been received.

Chair Reed asked if there had been a written response from DRA Director Hamilton in regard to the complaint filed by a Nottingham taxpayer. Ms. Seaverns indicated she has not received a written response as of this meeting. Members suggested that an email be sent to Director Hamilton

inquiring as to the status of the complaint. Ms. Seaverns told the members that Ms. Martin will be addressing the letter sent by a taxpayer in regard to their abatement (Map 60 Lot 2). She also informed the Board that Avitar would be sending out list letters in the next couple of days to all the 2012 data verification properties that did not get listed. The letter will have a phone number to call to make an appointment for an interior inspection of the property.

The members then reviewed the sales analysis for October 1, 2011 through today's date provided by Ms. Seaverns. Statistics were unchanged from the last meeting. The median ratio is 1.0009 (100%) with a Coefficient of Dispersion of 7.3044. There were a total of 19 qualified sales during this time period.

Next meeting will be August 13, 2012 at 7PM.

Having no further business,

7:35 PM **Motion:** Reed, second McSorley to adjourn.

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

Respectfully Submitted,

Heidi Seaverns

**Approved as written**  
**9/10/12**