

**Minutes**  
**Board of Assessor's Meeting**  
**August 5, 2013**

Members Present: Eugene Reed and Peter Bock

Members Excused: Jason Neuman

Others: Sue Serino, Loren Martin-Avitar Associates, Selectmen Hal Rafter, Mark Carpenter, Mary Bonser and Heidi Seaverns.

7:01 PM Chairman Reed called the meeting to order. Chair Reed welcomed the Board of Selectmen (BOS) and Ms. Martin to the meeting. He then turned the meeting over to Ms. Martin. She distributed copies of the sales report from 10/1/12 through today's date (8/5/13), explaining that the timeframe that the Equalized Ratio study is based on is 6 months before through 6 months after the assessment date of April 1. The Median ratio for this time period is 98.82%, which indicates overall, values are holding. The Coefficient of Dispersion is under 10 which is good. There was a brief discussion about qualified vs. non-qualified sales. Ms. Seaverns indicated that sales have been slow over the last couple of months. She also stated that there are a couple sales on the list that may or may not be qualified, which could affect the ratio. Ms. Martin explained how a sales is determined to be qualified or not. One of the factors that are involved is the number of days on the market. The time frame a home listed on the market is an average of 90 days. If there is a sale of a property that has been on the market for 1-2 days, this is usually indicative of a property that has been priced below market value to sell quickly. Next item to be discussed was the broadcast of the BOA meetings on the community TV station. Mr. Carpenter stated the BOS has had some issues with another Board and as a result of that, want to encourage all boards & committees to televise their meetings. Chair Reed expressed his displeasure in the way the BOA was notified of the request. The question came up about the ability to broadcast multiple meetings on the same night. There are two stations available at some times. The BOS are going to put a camera in Conference Room # 2 so meetings held in this room will be able to be broadcast/recorded. The issue of sound quality of broadcast was brought up; live broadcasts are still very hard to hear without turning sound system up to the maximum. The conversation then went back to assessing. Mr. Bock asked about the wording of the card that is left when no one is home for data verification visit. He indicated that it was not clear if the taxpayer needed to follow up or not. Ms. Martin stated she would review the language and make changes if necessary, and also forward a copy to the Town Office. On a related note, Ms. Seaverns stated that there had not been any issues that the office was aware of during the recently completed data verification visits. Ms. Seaverns indicated she had taken potential problems out the pile of cards and contacted the taxpayers to find out if they wanted to be visited or not. Ms. Martin indicated that there will be an increased effort next year to notify the data verification properties. The Community Newsletter will be used as well as the regular postings around Town & on the Town website. The next joint meeting date will be determined later. Ms. Martin thanked all those present and left the meeting at 7:35. Ms. Bonser, Mr. Carpenter & Mr. Rafter all left within the next few minutes.

The Board then addressed the signature file.

Members present signed the 2013 Forest & Land reimbursement form for the State. Members present signed the DRA indicating that Nottingham will not be using Inventory forms in 2014. Members signed Intent to Cut for 2013 tax year for Map 74 Lot 1 & Map 75 Lot 1- taxes are current.

The Board next reviewed the correspondence file.

Ms. Seaverns asked the Board for permission to submit the July invoice from Avitar for payment once it has been received as long as it is the standard billing amount (\$1072.92 for contract assessing and \$1260 for data verification work). Members approved the submittal of July invoice from Avitar for payment once it has been received.

Regarding outstanding minutes,

**Motion:** Bock, second Reed to accept as written the minutes of the meeting on July 1, 2013.

**Vote:** 2-0 in favor.

Ms. Seaverns asked the Board to vote to sign the MS 1/MS 1 extension when ready. Avitar is done with data verification field work. Ms. Serino has the cards for data entry. Once that is completed, Ms. Martin will review & make any changes. Ms. Seaverns included the extension in her request since DRA has not finalized the MS-1 form as yet for 2013 and this may cause a delay in filing if there are changes made to the form.

**Motion:** Reed, second Bock to MS-1/MS-1 extension for 2013 when ready.

**Vote:** 2-0 in favor.

Next regularly scheduled meeting is September 9, 2013.

Having no further business,

8:02 PM **Motion:** Reed, second Bock to adjourn.

**Vote:** 2-0 in favor.

Respectfully Submitted,

Heidi Seaverns

**Approved as amended 9/9/2013**