

**NEW HAMPSHIRE ASSOCIATION OF ASSESSING OFFICIALS  
IAAO AFFILIATE  
BOARD OF DIRECTOR'S MEETING**

**Minutes  
September 11, 2018  
NHMA Center, Concord, NH**

**Education Session: Trusts and Exemptions/Credits – Presented by Steven Clark**

**Call to Order – President Loren Martin.**

**I. Pledge of Allegiance-Roll Call - A Quorum of Members present, 17 members present. Meeting began at 10:40 am.**

**Communications/Announcements: President Martin asked for a moment of silence in memory of September 11, 2001.**

**II. Secretary's Report: Jim Commerford asked for a motion to accept the minutes from the June 12, 2018 meeting. Jim Rice made a motion to approve the minutes as written, seconded by Marti Noel. President Martin called for a vote; 17-0-0 in favor.**

**III. Treasurer's Report: Scott Bartlett passed out the Treasurer's Report and Income and Expense Statement dated September 11, 2018. He asked for a motion to approve the Treasurer's Report. Norm Pelletier made a motion to approve the Treasurer's Report as presented, seconded by Jim Rice. President Martin called for a vote, 17-0-0 in favor.**

**IV. Committee Reports:**

**Regional Directors/County Directors Reports: No Report.**

**By Laws: Tim Ballantine & Norm Bernaiche – No Report.**

**Certification: Rosann Maurice-Lentz – No Report.**

**Education: Jim Rice and Verna Sharpe – The education for the NHMA conference was reported. Next month's education session will deal with USPAP changes to DRA Reporting and will feature Steve Hamilton and Chuck Reese from the DRA. State Statutes II will be offered the last week in September. Education offerings this fall include Course 101-Fundamentals of Real Property Appraisal, 112-Income Approach II, 932-Restructuring Income/Expense Statements and 333-Residential Modeling Concepts.**

The 7 hour USPAP update will be offered in December. Check the NHAAO website for details on all upcoming courses.

Jim Michaud mentioned an additional tool to advertise courses is through IAAO Connect which is similar to our listserv.

**Nominating:** Chuck Kurfels – Chuck reported that the committee has developed a slate of candidates for the 2019 election and has sent this information to the Election committee. They are asking for nominations for the Lawton B. Chandler Award as well as the new Assessing Staff Member award. Guidelines regarding this last award will be sent out soon by the committee. Chuck asked the By-laws committee to review the new award to see if the NHAAO by-laws need to be updated.

**Conference:** Jim Rice – Jim reported that he will be sending sign-up notifications out soon via listserv.

**Legislative:** Jim Michaud – See New Business

**Scholarship:** Lee Ann Provencher– Norm Pelletier thanked Marti Noel, Lee Ann Provencher, Andrea Lewy and Cathy Arsenault for their work running the putting contest and 50/50 raffle. Also thanks to Skip Cutting for the getting the donation of a round of golf at Loudon Country Club. The tournament raised \$550 for the Steve Tellier Memorial Scholarship.

**Membership:** Emily Goldstein –No Report

**Publicity:** Rosann Maurice-Lentz and Emily Goldstein – Bill Ingalls reported that in this month's NHMA publication "Town and City" the NHAAO was spotlighted. Great work Bill.

**Elections:** Emily Goldstein – No Report.

**Finance:** Dan Langille – No Report.

**Communications:** Dave McMullen – No Report.

**Ethics:** Dave Marazoff – No Report.

**Other Reports from Boards and Departments:**

**NRAAO:** NRAAO Representative Rick Brideau – Bill Ingalls gave an update on site selection for the 2021 NRAAO Conference that the NHAAO will be hosting. Sites have been visited in Portsmouth, North Conway and Meredith. A presentation will be made to the NRAAO at their next meeting in October.

Information regarding the NRAAO can be found at their website: [www.nraao.org](http://www.nraao.org).

**IAAO:** IAAO Representative Rex Norman – No Report.

For information visit the IAAO website at [www.iaao.org](http://www.iaao.org)

**ASB:** ASB Representative Dave Marazoff – Dave reported that Sherman Hallock from Dorchester has filled the vacant slot for Municipal Official with a population under 3,000. A report was given regarding the HB 324 commission studying Utility Valuation. The commission is slated to make a recommendation by November 1<sup>st</sup>. Also, the manual revision subcommittee is making progress on the manual update. Minutes for these subcommittees can be found on the DRA website.

The next ASB meeting has not yet been scheduled.

Visit the ASB website – <https://www.revenue.nh.gov/mun-prop/property/assessing-standards.htm>

**CUB:** Norm Bernaiche – Norm reported that there are two subcommittees meeting fairly regularly. The first is defining what a structure is and the second deals with updating the current rules. Many of the recommendations have been sent out via listserv recently and the Norm encouraged all to review them. Anyone can refer their comments to Norm and Andrea.

CUB website - <https://www.revenue.nh.gov/current-use/index.htm>

**BTLA:** Vacant – No Report.

[www.nh.gov/btla/](http://www.nh.gov/btla/)

**DRA:** Steve Hamilton – Steve reported on the tax rate setting process and noted that at least 160 communities received extensions for the MS-1.

- V. **New Business** – President Martin reported that Rex Norman is retiring and is recommending that the Board consider Rex for Honorary Lifetime Membership status. **Scott Bartlett made a motion to grant Honorary Lifetime Membership status to Rex Norman. This was seconded by Andrea Lewy. President Martin called for a vote; 17-0-0 in favor.** Congratulations Rex and thank you for your years of service to the NHAAO!!

Jim Michaud from the Legislative committee reported on their work regarding hiring a legislative tracker for 2019. The options included continuing with our current tracker Demers, Blaisdell, and Prasol for \$3,500, the NHMA for \$2,500 or hire no tracker at all and rely solely on NHAAO members (see attached for contracts from both parties). The Legislative committee recommended continuing with our current tracker because they provide a review and write-up on most bills pertaining to the NHAAO. **Scott Bartlett made a motion to accept the contract of Demers, Blaisdell and Prasol for 2019. This was seconded by Marti Noel. President Martin called for a vote; 17-0-0 in favor.**

Jim reported that the NHMA policy conference will be held this Friday. This conference sets the legislative policies for the NHMA for the next two years. Jim will be attending.

Kathy Temchack asked if those communities who received Walmart appeals to contact her to see if they can possibly work together.

**VI. Old Business –None**

**VII. Adjournment: There being no further business before the Association Board of Directors, President Martin asked for a motion to adjourn the meeting; no objection, 17-0-0, unanimous in favor, the meeting adjourned at 11:40 am.**

The next scheduled meeting will be held on **October 9, 2018** at the NHMA Center, Concord, NH.

Respectfully Submitted:

*James Commerford, CNHA*

James Commerford, CNHA, Secretary (Meredith)

# NHAAO Board of Directors Meeting

## Agenda

September 11, 2018

**Merrimack River Room / Pemigewasset River Room**  
NHMA, Center at Triangle Park, 25 Triangle Park Drive, Concord, NH

Committee Meetings (if scheduled).....**8:30 AM – 9:00 AM**  
Education Session: ..... **9:00 AM – 11:00 AM Steve Clark, Trusts**  
Business Meeting: .....**11:00 AM – 12:00 PM**

**Call to order – President–Loren Martin**

### **I. Roll call– Members**

**1<sup>st</sup> Vice President** – Dan Langille  
**2<sup>nd</sup> Vice President** – Jim Rice  
**Secretary** - Jim Commerford  
**Treasurer** - Scott Bartlett  
**Past President** – Chuck Kurfehs

#### **Regional Directors (5)**

Coos & Grafton (1) – Bill Ingalls  
Carroll & Belknap (2) –Todd Haywood  
Merrimack & Sullivan (3) - Norm Bernaiche  
Hillsborough & Cheshire (4) – James Michaud  
Rockingham & Strafford (5) - Norm Pelletier

#### **County Directors (10)**

Belknap – Deb Derrick  
Carroll – Dale Schofield  
Cheshire – Tim Ballantine  
Coos – Jason Call  
Grafton – Julie Huntley  
Hillsborough – Marti Noel  
Merrimack – Mark Stetson  
Rockingham – Andrea Lewy  
Strafford – Nancy Miller  
Sullivan – Dave Marazoff

## **II. Secretary's Report**

## **III. Treasurer's Report**

## **IV. Committee Chairs**

- a) By Laws–Tim Ballantine/Norm Bernaiche
- b) Certification – Rosann Maurice-Lentz
- c) Education – Jim Rice/Verna Sharpe
- d) Nominating – Chuck Kurfehs
- e) Conference – Jim Rice
- f) Legislative – Jim Michaud
- g) Scholarship – Lee Ann Provencher
- h) Membership – Emily Goldstein
- i) Publicity – Rosann Maurice-Lentz/Emily Goldstein
- j) Elections – Emily Goldstein
- k) Finance – Dan Langille
- l) Communications – Dave McMullen
- m) Ethics – Dave Marazoff
- n) NRAAO Representative – Rick Brideau
- o) IAAO Representative – Rex Norman
- p) Assessing Standards Board Rep – Dave Marazoff
- q) Current Use Board Rep – Norm Bernaiche

## **V. New Business**

- a. Rex Norman retiring. Seek to make a lifetime/honorary member.
- b. Legislative Tracking Proposal review
- c. Current Use Board proposed rule changes

## **VI. Old Business**

## **VII. Adjournment**

Next Scheduled Meeting: Tuesday, October 16, 2018

**NH BOARD OF DIRECTORS ATTENDANCE SHEET 2018**

**OFFICERS**

MEETING DATE: 9/11/18

President	<input checked="" type="checkbox"/>	Loren Martin, Merrimack
1st Vice President	<input checked="" type="checkbox"/>	Dan Langille, Keene
2nd Vice President	<input checked="" type="checkbox"/>	Jim Rice, Durham
Treasurer	<input checked="" type="checkbox"/>	Scott Bartlett, Goffstown
Secretary	<input checked="" type="checkbox"/>	Jim Commerford, Meredith
Past President	<input checked="" type="checkbox"/>	Chuck Kurfehs, Manchester

**REGIONAL DIRECTORS**

Region 1-Coos & Grafton	<input checked="" type="checkbox"/>	Bill Ingalls, Bedford
Region 2-Carroll & Belknap	<input type="checkbox"/>	Todd Haywood, Greenland
Region 3-Merrimack & Sullivan	<input checked="" type="checkbox"/>	Norm Bernaiche, Sunapee
Region 4-Hillsborough & Cheshire	<input checked="" type="checkbox"/>	Jim Michaud, Hudson
Region 5-Rockingham & Strafford	<input checked="" type="checkbox"/>	Norman Pelletier, Salem

**COUNTY DIRECTORS**

**BELKNAP**  Deb Derrick, Laconia

**HILLSBOROUGH**  Marti Noel, Milford

**CARROLL**  Dale Schofield, Conway

**MERRIMACK**  Mark Stetson, Boscawen

**CHESHIRE**  Tim Ballantine, Keene

**ROCKINGHAM**  Andrea Lewy, Stratham

**COOS**  Jason Call, Whitefield

**STRAFFORD**  Nancy Miller, Rochester

**GRAFTON**  Julie Huntley, Enfield

**SULLIVAN**  Dave Marazoff, Washington

\*11 members required for a quorum.

**NH ASSOCIATION OF ASSESSING OFFICIALS**

Treasurer's Report  
September 11, 2018


<b>Beginning Balance June 12, 2018</b>			<b>\$32,678.34</b>
<b>Steve Tellier Fund</b>			<b>\$0.00</b>
<b>NHAAO Account</b>			<b>\$32,678.34</b>
<b>INCOME</b>			
	Education	Course Fees	\$3,475.00
	Treasurer	Dues	\$55.00
	Treasurer	Dues	\$40.00
<b>Total Income</b>			<b>\$3,570.00</b>
<b>EXPENSES</b>			
	Communications	Web Site	\$382.80
	Conference	Meeting	136.26
	Education	Postage	24.73
	Education	Speaker Gifts	250.00
	Legislative	Contract	1,250.00
	Scholarship	Scholarships	\$300.00
	President	Flowers for Funeral	\$75.00
<b>Total Expenses</b>			<b>\$2,418.79</b>
<b>Ending Balance September 11, 2018</b>			<b>\$33,829.55</b>
<b>Steve Tellier Fund</b>			<b>\$0.00</b>
<b>NHAAO Account</b>			<b>\$33,829.55</b>



NH ASSOCIATION OF ASSESSING OFFICIALS  
Income and Expense Statement  
September 11, 2018

<b>OFFICERS</b>	<b>Actual Income</b>	<b>BUDGETED INCOME</b>	<b>Actual Expenses</b>	<b>BUDGETED EXPENSES</b>
President	\$0.00	\$0.00	\$1,277.56	\$1,985.00
Secretary	\$0.00	\$0.00	\$0.00	\$100.00
Treasurer	\$8,310.60	\$8,500.00	\$380.24	\$1,374.00
<b>TOTAL OFFICERS</b>	<b>\$8,310.60</b>	<b>\$8,500.00</b>	<b>\$1,657.80</b>	<b>\$3,459.00</b>
<b>COMMITTEES</b>				
By-Laws	\$0.00	\$0.00	\$0.00	\$25.00
Certification	\$0.00	\$300.00	\$40.00	\$450.00
Communications	\$0.00	\$0.00	\$382.80	\$300.00
Conference	\$10.00	\$6,550.00	\$1,291.30	\$6,925.00
Education	\$28,150.00	\$46,805.00	\$20,289.54	\$48,320.00
Elections	\$0.00	\$0.00	\$0.00	\$520.00
Ethics	\$0.00	\$0.00	\$0.00	\$25.00
Finance	\$0.00	\$0.00	\$1,209.00	\$1,400.00
Legislative	\$0.00	\$0.00	\$3,750.00	\$3,750.00
Membership	\$0.00	\$0.00	\$281.34	\$500.00
Nominating	\$0.00	\$0.00	\$0.00	\$325.00
Publicity	\$1,875.00	\$2,500.00	\$2,532.95	\$2,200.00
Scholarship	\$0.00	\$900.00	\$2,940.00	\$3,800.00
<b>TOTAL COMMITTEES</b>	<b>\$30,035.00</b>	<b>\$57,055.00</b>	<b>\$32,716.93</b>	<b>\$68,540.00</b>
<b>TOTAL BUDGET</b>	<b>\$38,345.60</b>	<b>\$65,555.00</b>	<b>\$34,374.73</b>	<b>\$71,999.00</b>
	Starting Balance	Adjustments		Current Bal
DRA Education Account	\$0.00	\$0.00	\$0.00	\$0.00
Steve Tellier Scholarship	\$360.00	\$0.00	\$360.00	\$0.00

Respectfully Submitted,

  
Scott W. Bartlett, Treasurer

9/10/18  
Date

## Legislative Tracking Services for NH Association of Assessing Officials (NHAAO)

The New Hampshire Municipal Association, hereinafter NHMA, and NH Association of Assessing Officials, hereinafter NHAAO, agree to the following agreement.

### Legislative Tracking Services

NHMA Responsibility	NHAAO Responsibility
<ol style="list-style-type: none"> <li>1. NHMA will provide legislative tracking services and reporting to NHAAO.</li> <li>2. NHMA will track and report weekly all Legislative Service Request (LSR's), Senate Bills (SB's) and House Bill's (HB's) that affect assessment administration laws and laws impacting the valuation of real estate.</li> <li>3. The tracking and reporting of LSR's, SB's and HB's will be via a spread sheet or other mutually acceptable form sent weekly to the chair and co-chair of the NHAAO Legislative Committee.</li> <li>4. The tracking and reporting spreadsheet will list dates and locations for all scheduled hearings and work group sessions for each LSR, SB and HB that affect assessment administration laws and laws impacting the valuation of real estate.</li> <li>5. The NHMA point of contact will be Cordell Johnston, Government Affairs Counsel, email: <a href="mailto:cjohnston@nhmunicipal.org">cjohnston@nhmunicipal.org</a>, phone: (603) 223-3323/(800) 852-3358.</li> </ol>	<ol style="list-style-type: none"> <li>1. The NHAAO has 2 points of contact for this service as follows:                      Jim Michaud;                      email: <a href="mailto:jmichaud@hudsonnh.gov">jmichaud@hudsonnh.gov</a>                      phone: (603) 816-1264                      Rick Vincent;                      Email: <a href="mailto:Rick.vincent@lebanonnh.gov">Rick.vincent@lebanonnh.gov</a>                      Phone: (603) 448-1499</li> <li>2. Review list and advise NHMA if aware of any entries which should be added or eliminated.</li> </ol>

### Payment Schedule

Payment Schedule: NHMA Responsibility	Payment Schedule: NHAAO Responsibility
<ol style="list-style-type: none"> <li>1. Invoice for Fee.</li> </ol>	<ol style="list-style-type: none"> <li>1. Approve payment</li> </ol>

Pricing for Legislative Tracking Services is \$2,500.00 per year. This cost will be billed quarterly at \$625.00/quarter in advance included with the contract cost (due 30 days from date of invoice). The 1<sup>st</sup> bill is due January 1, 2019, 2<sup>nd</sup> bill is April 1<sup>st</sup>, 3<sup>rd</sup> bill is July 1<sup>st</sup> and then the 4<sup>th</sup> bill is October 1<sup>st</sup>.

\_\_\_\_\_  
 NH Association of Assessing Officials

\_\_\_\_\_

By: \_\_\_\_\_  
 President, NHAAO

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 New Hampshire Municipal Association

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
 Date:

**New Hampshire Association of Assessing Officials**  
**CONTRACTOR SERVICES FOR GOVERNMENT RELATIONS SERVICES**  
**September 11, 2018**

This scope of services between Demers Blaisdell & Prasol, Inc (hereinafter the “Legislative Consultant”) and the New Hampshire Association of Assessing Officials (hereinafter the “Association”) and includes the following services and responsibilities.

**A. Reporting**

Legislative Consultant will:

- Work with the Chair(s) of the Legislative Committee of the Association and will be available for meetings and or conference calls as requested. Identify Legislative Service Requests and bills of interest or concern and report any relevant information to the Association based upon a subject list developed by the Association. Tracking reports will be sent weekly to the Legislative Committee while the legislature is in session.
- Contact the sponsors of identified LSRs and report to the Legislative Committee any relevant information.
- Alert the Legislative Committee, who will then alert the Board of Directors of any critical legislation.

Association will:

- Provide Legislative Consultant contact(s) and e-mail(s) of the Executive Board and the Legislative Committee Co-Chairs to ensure open communication is in place.
- Communicate the position of the Association on each LSR or bill presented in the weekly reports of the Legislative Consultant.

**B. Assisting in filing/amending legislation/communication with Legislative Committees**

Association will:

- Provide a detail list of the intentions of the Association to request filings and/or amendments to legislation on or about September 13, 2018

**C. Informal Communications and Testifying**

Legislative Consultant will:

- Attend House and Senate committee hearings, subcommittee meetings and conference committee meetings to monitor the legislative interests of the Association.
- Attend conference calls, to be held as frequently as necessary as but no more than weekly, with the Legislative Committee to review updates.
- Attend monthly meetings, and Annual Conference of the Association’s Board of Directors, upon request, to report on legislation.

Association will:

- Provide detailed information and written testimony to ensure the Legislative Consultant has all of the pertinent information necessary to effectively monitor legislation.

## CONSULTING SERVICES AGREEMENT

This is an Agreement for professional services between Demers Blaisdell & Prasol Inc. (hereinafter the "Legislative Consultant") and New Hampshire Association of Assessing Officials (hereinafter the "Association").

- 1. TERM:** The term of this agreement shall commence on January 1, 2019 and will terminate on December 31, 2019 unless terminated earlier pursuant to Section 4. Up to three (3) additional one (1) year periods, noticed within 90 days of the expiration of the current term, may be extended by the Association.
- 2. SCOPE OF SERVICES:** The Legislative Consultant will assist the Association during the term of this agreement on the specific items contained in the Legislative Consultant's "Contractor Services for Government Relations Services" dated September 11, 2018. The Legislative Consultant agrees that the aforementioned services will be conducted in a timely and professional manner in accordance with industry standards, and in good faith.
- 3. COMPENSATION:** Association agrees to pay the Legislative Consultant a fee of \$3500 during the term of this Agreement. Quarterly invoices from the Legislative Consultant are due and payable upon receipt. The first payment of \$875 will be due on or before January 1, 2019. Payments shall be made on January 1, 2019 / April 1, 2019 / July 1, 2019 / October 1, 2019.
- 4. TERMINATION:** The Legislative Consultant or Association may terminate this agreement without cause with 30 days written notice. In the event of termination by either party, the Legislative Consultant shall cease all work on behalf of the Association and shall be paid fees for work performed in accordance with this Agreement prior to termination. The Association is entitled to all notes, drafts and documents the Legislative Consultant has in their possession up to the termination date.
- 5. CONFIDENTIALITY:** The Legislative Consultant agrees to maintain in strict confidence all information disclosed to it by or concerning the Association. Such confidential and proprietary information will be used by the Legislative Consultant solely in connection with the performance of services under this agreement. The Legislative Consultant shall not deliver any messages to the marketplace or communicate any information on behalf of the Association without prior approval of the President or Executive Board.
- 6. INDEPENDENT CONTRACTOR:** The Legislative Consultant and Association agree that this agreement does not create an employment relationship between them and that the Legislative Consultant is and shall remain an independent contractor.
- 7. SEVERABILITY:** If any term, provision, covenant or condition of this agreement or any application thereof, should be held by a court of competent jurisdiction to be invalid, void or unenforceable, by any rule of law or public policy, or otherwise, all provisions, covenants, and conditions of this agreement not held invalid, void or unenforceable, shall continue in full force and effect and shall in no way be affected, impaired or invalidated thereby.
- 8. MERGER CLAUSE:** This agreement subject to Section 10 below constitutes the entire agreement between the parties hereto and it may not be modified and no provision may be waived except by a subsequent written agreement between the parties hereto.
- 9. SIGNATURE:** Signature of the parties or authorized representatives thereof shall constitute acceptance of the terms of this agreement.
- 10. ADDENDUMS:** The Legislative Consultant's Association "Contractor Services for Government Relations Services" dated September 12, 2017 is incorporated by reference and is part of this agreement.

Agreed By:

Agreed By:

\_\_\_\_\_  
Demers Blaisdell & Prasol, Inc.  
Legislative Consultant  
Date \_\_\_\_\_

\_\_\_\_\_  
NH Association of Assessing Officials  
Date \_\_\_\_\_