

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

**Minutes  
October 9, 2018  
NHMA Center, Concord, NH**

**Education Session: USPAP Reporting Changes** – Presented by Stephan Hamilton and Chuck Reese, DRA.

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

**I. Pledge of Allegiance-Roll Call - A Quorum of Members present, 12 members present. Meeting began at 11:15 am.**

**Communications/Announcements: None**

**II. Secretary's Report: No Report**

**III. Treasurer's Report:** The Treasurer's report began with a discussion regarding the Steve Tellier Scholarship Fund and the Scholarship Committee's Budget. Treasurer Scott Bartlett explained that he tracks the Tellier Fund separately because it is a fund and not a line item in the budget. The Scholarship Committee was under the impression that in addition to what was in their budget that they also had access to an additional \$360 that was in the Tellier Fund. Scott explained that what was budgeted at the beginning of the year is what they had access to, however, the committee could request from the Board that additional funds be added to their budget. Based on what the Scholarship Committee is planning for the rest of the year they did request that an additional \$360 be added to their budget line. **Scott Bartlett made a motion to increase the Scholarship Committee's budget from \$3,800 to \$4,160. This was seconded by Chuck Kurfehs. President Martin called for a vote, 12-0-0 in favor.** Bill Ingalls asked if we need to create a second scholarship fund in 2019 for monies received from fundraising not associated with the Steve Tellier Fund. It was decided that this item would be revisited next budget season.

Scott Bartlett passed out the Treasurer's Report and Income and Expense Statement dated October 9, 2018. He asked for a motion to approve the Treasurer's Report. **Bill Ingalls made a motion to approve the Treasurer's Report as presented, seconded by Jim Rice. President Martin called for a vote, 12-0-0 in favor.**

**IV. Committee Reports:**

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

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

**Certification:** Rosann Maurice-Lentz – Norm Pelletier said that as of June of 2019 the committee will be looking for someone to take over the task of tracking certification credit hours. Anyone interested should contact Norm or someone on the Committee.

**Education:** Jim Rice and Verna Sharpe – Verna stated that they are excited about the education sessions available at the upcoming NHMA Conference this year and will be looking for feedback after the conference. Education offerings this fall include Course 101-Fundamentals of Real Property Appraisal, 112-Income Approach II, 932-Restructuring Income/Expense Statements, 333-Residential Modeling Concepts (needed for the IAAO MAS designation), and the 7 hour USPAP update. Check the NHAAO website for further details.

Jim Michaud recommended asking IAAO for a list of MAS candidates and sending out the information regarding IAAO Course 333.

**Nominating:** Chuck Kurfehs – Chuck reported that the committee has been reviewing nominations for the Lawton B. Chandler Award and the Assessing Staff Member Award. He said that the committee has received four or five nominations for the new Assessing Staff Member Award and will be making a decision soon.

**Conference:** Jim Rice – Jim said that the banquet will be held on November 14th at the Puritan Restaurant in Manchester. Registrations are due October 31<sup>st</sup>.

**Legislative:** Jim Michaud – Jim said that LSR's are being filed and that the HB 324 Utility commission has been meeting regularly. Also, Jim stated that at the start of every legislative session the Legislative Committees will have a day where groups can come in and "introduce" themselves to the committee. He is thinking that working with our Legislative tracker we may want to take advantage of this to give us exposure to Legislative Committees such as Municipal and County Government. He will bring this back up at the December meeting. Steve Hamilton voiced support of this idea.

**Scholarship:** Lee Ann Provencher– Lee Ann reported that the committee is developing a flyer promoting scholarships available from the NHAAO. They would ask the County Directors to distribute them to their respective municipalities. The committee is contemplating increasing the value of the education scholarships from \$300 to \$500. This is due to the increased costs of IAAO courses. They are coordinating with Education Committee on a raffle to be held at the upcoming banquet. Also, she stated that this year's Steve Tellier Scholarship recipients as well as those awarded an educational scholarship are listed on the NHAAO website.

**Membership:** Emily Goldstein –Emily asked that if anyone changes their address or name to make sure they contact someone on the membership committee. Bill Ingalls and Scott Bartlett asked they these changes be sent to them as well.

**Publicity:** Rosann Maurice-Lentz and Emily Goldstein – No Report

**Elections:** Emily Goldstein – Emily reported that the ballots have been sent out and reminded all to make sure they sign the envelope before sending it back in. Ballots are due by October 15<sup>th</sup>.

**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 and Rick Brideau attended the NRAAO BOD meeting on October 1<sup>st</sup>. Bill updated the group on upcoming conferences. Bill updated the group on the site selection for the 2021 conference which the NHAAO is hosting. He and Rosann recently visited the Wentworth-by-the-Sea Resort as a potential site. The Wentworth has recently gone through an extensive renovation. He said that many of the NRAAO members prefer the Portsmouth area because of location and amenities. He stated that not only would Portsmouth probably draw more attendees it may be easier to attract vendors to the conference.

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 – It was reported that it has been some time since the last full ASB meeting.

The next ASB meeting will be held July 13, 2018 at 9:30 at the DRA,

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

**CUB:** Norm Bernaiche – Andrea stated that the Rules Subcommittee have been meeting weekly and their next meeting is October 18. The Structures Subcommittee has not met recently so there are no updates to report. The forestland committee will be reviewing rates for 2019.

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 – No Report.

**V. New Business** – Bill Ingalls addressed several items that need a Board vote regarding the 2021 Conference. They have to do with the make-up of the Executive Board as well as what type of conference this will be. Bill is nominating Norm Bernaiche as President for the 2020-2021 year. Also, he is nominating Scott Bartlett as Vice-President and Norm Pelletier as Treasurer. He also recommends that the conference be a 50/50 split between NHAAO and NRAAO. **Scott Bartlett made a motion for Norm Bernaiche to be elected President. Seconded by Andrea Lewy. All in Favor, 12-0-0. Dan Langille made a motion for Scott Bartlett for Vice President. Seconded by Jim Rice. All in Favor, 12-0-0. Scott Bartlett motioned for Norm Pelletier to be Treasurer. Seconded by Jim Michaud. All in Favor, 12-0-0. Lastly, Scott Bartlett made a motion for this to be a 50/50 split conference, seconded by Dan Langille. All in Favor, 12-0-0.**

Bill Ingalls said that the Massachusetts Assessor's Association (MAAO) is looking to host the 2022 IAAO Conference in Boston and are looking for a letter of support from the NHAAO. **Bill Ingalls made a motion to authorize our President to send a letter to the IAAO supporting Massachusetts's bid for the 2022 IAAO Conference. Scott Bartlett seconded the motion. All in favor, 12-0-0.**

**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, 12-0-0, unanimous in favor, the meeting adjourned at 12:25 pm.

The next scheduled meeting will be held on **November 14, 2018** at the NHMA Conference, Manchester, NH.

Respectfully Submitted:

*James Commerford, CNHA*

James Commerford, CNHA, Secretary (Meredith)

**NH BOARD OF DIRECTORS ATTENDANCE SHEET 2018**

**OFFICERS**

MEETING DATE: 12/9/18

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 Kurfels, 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 type="checkbox"/>	Norm Bemaiche, 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**

Income and Expense Statement

October 9, 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	8,340.60	8,500.00	380.24	1,374.00
<b>TOTAL OFFICERS</b>	<b>\$8,340.60</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	110.00	6,550.00	1,427.56	6,925.00
Education	41,599.50	46,805.00	21,282.25	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	550.00	900.00	3,300.00	3,800.00
(NHAAO Account)	0.00		2,940.00	
(Steve Tellier Scholarship Fund)	550.00		360.00	
<b>TOTAL COMMITTEES</b>	<b>\$44,134.50</b>	<b>\$57,055.00</b>	<b>\$34,205.90</b>	<b>\$68,540.00</b>
<b>TOTAL BUDGET</b>	<b>\$52,475.10</b>	<b>\$65,555.00</b>	<b>\$35,863.70</b>	<b>\$71,999.00</b>
<b>Steve Tellier Scholarship Fund</b>	Starting Balance	Adjustments (Credits/Debits)		Current Bal
	\$360.00	-\$360.00	\$550.00	\$550.00

  
 Scott W. Bartlett, Treasurer

Date 10/4/18

NH ASSOCIATION OF ASSESSING OFFICIALS

Treasurer's Report

October 9, 2018

<b>Beginning 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>
<b>INCOME</b>			
	Scholarship	Golf Tournament - Scholarship	\$550.00
	Education	Course Fees	\$13,449.50
	Treasurer	Dues	\$30.00
	Conference	Sponsor	\$100.00
<b>Total Income</b>			<b>\$14,129.50</b>
<b>EXPENSES</b>			
	Conference	Meeting Coffee	\$136.26
	Education	Lunch for Course	442.71
	Education	Refund of IAAO 112	550.00
<b>Total Expenses</b>			<b>\$1,128.97</b>
<b>Ending Balance October 9, 2018</b>			<b>\$46,830.08</b>
<b>Steve Tellier Fund</b>			<b>\$550.00</b>
<b>NHAAO Account</b>			<b>\$46,280.08</b>