

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

**Minutes  
October 8, 2019  
NHMA Center, Concord, NH**

**Education Session:** Laser Measuring Tools-Demo and Discussion-Chad Roberge, Beth Charlebois and Sam Greene.

**I. Call to Order – President Dan Langille.**

**II. Roll Call - A Quorum of Members being present (14 members). Meeting began at 11:00 am.**

**New Members/Guest – None**

**III. Secretary's Report:** Secretary Commerford stated that the minutes from the September 10, 2019 meeting were sent to members via listserv email and asked for a motion to accept these minutes. **Norm Pelletier made a motion to approve the minutes as written, seconded by Mark Stetson. President Langille called for a vote; 14-0-0 in favor.**

**IV. Treasurer's Report:** Scott Bartlett passed out a Revised Treasurer's Report and Income and Expense Statement dated September 9, 2019 and asked for a motion to accept. **Julie Huntley made a motion to accept the revised treasurer's report for September's meeting which was seconded by Mark Stetson. President Langille called for a vote, 14-0-0 in favor.** Scott then handed out the Treasurer's Report and Income and Expense Statement dated October 8, 2019. **Mark Stetson made a motion to approve the report as presented, seconded by Deb Derrick. President Langille called for a vote, 14-0-0 in favor.**

**V. Communications/Announcements: None**

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

## VII. Committee Reports:

**By Laws:** Tim Ballantine & Robert Gagne – No Report.

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

**Education:** Verna Sharpe –Jim Rice relayed a message from Verna thanking all for their help with spreading the word for the Marshall/Swift course. They now have enough attendees to have the class. Jim reminded all that upcoming classes are Cadastral Mapping to be held on November 4-8 and the State Statute Update class being held on Friday November 15<sup>th</sup>. The deadline for the Mapping course is October 11<sup>th</sup> and November 1<sup>st</sup> for the State Statute Update. Jim mentioned that George Lemay will be offering the USPAP Update class in December for anyone needing that for recertification this year. Also, the committee may need to increase the cost of classes by \$50 next year due to an increase in student reference materials. Jim stated that because the NHAAO is a non-profit there is a delicate balance between making a profit and losing money. Sam Greene stated that a very successful State Statute II class was recently held.

**Nominating:** Loren Martin – No Report.

**Conference:** Marti Noel – Marti stated the banquet will be held November 13<sup>th</sup> at the Puritan in Manchester and the registration form is available on the NHAAO website. The registration deadline is October 25<sup>th</sup>. She said that many have stepped up to sponsor the event with over \$2,100 received in sponsorships so far.

**Legislative:** Jim Michaud – Jim reported the House LSR listings have been sent out via listserve, however, the details of each have yet to be revealed. The Senate is currently in the LSR filing period. There are many study committees meeting such as the one regarding Tiny Homes. Norm Bernaiche has volunteered to sit on the committee for the NHAAO. Bills from last year that were retained will need to be acted on by November 15<sup>th</sup>. One example is HB 144 regarding notifying taxpayers of value changes.

**Scholarship:** Lee Ann Provencher – Lee Ann reported the committee met this morning and is in the process of reviewing the criteria for education scholarships.

**Membership:** Emily Goldstein – Emily reported that Drew Lemay contacted the committee to request a change to Honorary membership. **Jim Michaud made a motion to accept the recommendation from the Membership Committee to change the membership of Drew Lemay to Honorary Member, seconded by Jim Rice. President Langille called for a vote, 14-0-0 in favor.** Congratulations Drew.

**Publicity:** Bill Ingalls – No Report.

**Elections:** Jon Duhamel – John stated that ballots have all been mailed out and has been receiving several back each day. Emily asked when they were due back. Jon stated he would check on that and get back to the group via listserv. Results of the election will be announced at the November Board Meeting.

**Finance:** Jim Rice – Jim commended everyone for keeping within the budget limits this year.

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

**Ethics:** Kris McAllister – No Report.

### VIII. Other Reports from Boards and Departments:

**NRAAO:** NRAAO Representative Rick Brideau – Rick stated that he, Bill Ingalls and Norm Bernaiche all attended the fall meeting of the NRAAO held in Mystic, Connecticut. He said that Rhode Island turned in \$9,000 from the 2019 conference. The 2020 Conference will be held in Atlantic City at the Hard Rock Café. Room rates are very reasonable at \$89 per night. Rick stated that Connecticut has switched with New York to host the 2022 conference. This will be the “Conference at the Sea” which is a cruise to Bermuda. The NRAAO is seeking new members and is offering the 2 for 1 special that they have offered in the past. This is only for new members, however, Rick stated that any former New Hampshire member can receive the 2 for 1 special in 2021 which is the year we host.

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

**IAAO:** IAAO Representative Kris McAllister – No Report.

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

**ASB:** ASB Representative Dave Marazoff – Dave stated that the next subcommittee meeting for views and certification will be held this Friday at the DRA. The meetings will start at 9:00 am and 10:00 am respectively. Dave recommends anyone with any input to attend the meetings. These committees will be reporting to the full board on October 25<sup>th</sup>.

Dave said that certification subcommittee is focusing its efforts on the upper end of the certification range and mainly the Assessor Supervisor level. There has been discussion of splitting this into 2 levels, administrative and valuation. Also, there has been discussion regarding how the CNHA relates to certification. Emily Goldstein remarked that the CNHA is a designation that distinguishes us within our organization whereas the Assessor Supervisor certification gives us the authority to perform our duties. Scott Bartlett has a different perspective. He feels that the CNHA needs to be part of the certification process. He feels that currently the CNHA purpose is in question and that there will be fewer people testing for it since it is not needed to perform work. Bob Gagne disagreed somewhat saying that the CNHA is a requirement to sit on the Board of Assessors in Manchester. President Langille added that

Rosann Maurice-Lentz is heading a subcommittee of NHAAO members dealing with the certification levels.

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

**CUB:** Norm Bernaiche – Norm Bernaiche recently sent out an email on listserv stating the next CU Board meeting will be held on Monday October 28<sup>th</sup> at 1:00 pm at the DRA. In the email he states that they will be discussing the new rates which are up slightly over this year.

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

**BTLA:** Tom Hughes – No Report.

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

**DRA:** Director James Gerry – Assistant Director Sam Greene said the DRA is still looking for appraisers to fill out their open positions. Sam commented that the recent meeting between the DRA and the NHAAO was very positive. Many topics were discussed. Those in attendance from the DRA were Sam, Director Gerry and both the Commissioner and Assistant Commissioner. They are hoping to have meetings periodically in the future. Sam said that they also met with Betsy Patten and Bob Gagne from the ASB.

Also, there will be an effort on the DRA's part to send items regarding current use, ASB, rulemaking etc. via the listserv. In the past Jim Michaud has been the conduit for this information.

**New Business:** Jim Michaud commented on the recent email from the IAAO regarding Professional Consulting Services that they are now offering (see email from Larry Clark on September 26). Jim had questions and reached out to IAAO regarding this new service. He was told that they could not give him any information which Jim found concerning.

Dave Marazoff stated that one of his communities tried to be included in the shared Mosaic Pool but was told they are not adding anyone at this time. Sam Greene from the DRA stated that the Mosaic is moving to an ESRI platform with the idea of it being more of a public source document and open to all without towns signing a Memorandum of Understanding (MOU). Scott Bartlett stated that the partnership seemed a bit one sided in the past but likes the direction the DRA is heading with this.

**Old Business:** None

**Adjournment:** There being no further business before the Association Board of Directors, President Langille asked for a motion to adjourn the meeting; no objection, 14-0-0, unanimous in favor, the meeting adjourned at 11:41 am.

The next scheduled meeting will be held on **November 13, 2019** at the NHMA Conference at the Doubletree Hilton in Manchester, NH.

Respectfully Submitted:

*James Commerford, CNHA*

James Commerford, CNHA, Secretary (Meredith)

APPROVED

**NHAAO Board of Directors Meeting**  
**Agenda**

October 8, 2019

**John B. Andrews Room**  
NHMA, Center at Triangle Park, 25 Triangle Park Drive, Concord, NH

**\*Please note Room change above... this is not our normal meeting room.**

Committee Meetings (if scheduled) 8:30 AM – 9:45 AM

Education Session: 10:00 AM – 10:45 AM

Laser Measuring Tools, Demo and Discussion with Fellow Assessors  
-Chad Roberge, Beth Charlebois, DRA

Business Meeting: 11:00 AM – 12:00 PM

**Call to order – President– Dan Langille**

**I. Roll call– Members**

**1<sup>st</sup> Vice President – Jim Rice**  
**2<sup>nd</sup> Vice President – Marti Noel**  
**Secretary - Jim Commerford**  
**Treasurer - Scott Bartlett**  
**Past President – Loren Martin**

**Regional Directors (5)**

Coos & Grafton (1) – Doug Irvine  
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 – Mark Stetson  
Coos – Jason Call  
Grafton – Julie Huntley  
Hillsborough – Chuck Kurfehs  
Merrimack – Kris McAllister  
Rockingham – Emily Goldstein  
Strafford – Nancy Miller  
Sullivan – Dave Marazoff

## **II. Committee Chairs**

- a) By Laws–Tim Ballantine/ Bob Gagne
- b) Certification – Rosann Maurice-Lentz
- c) Education – Verna Sharpe
- d) Nominating – Loren Martin
- e) Conference – Marti Noel
- f) Legislative – Jim Michaud
- g) Scholarship – Lee Ann Provencher
- h) Membership – Emily Goldstein
- i) Publicity – Bill Ingalls
- j) Elections – Jon Duhamel
- k) Finance – Jim Rice
- l) Communications – Dave McMullen
- m) Ethics – Kris McAllister
- n) NRAAO Representative – Rick Brideau
- o) IAAO Representative – Kris McAllister
- p) Assessing Standards Board Rep – Dave Marazoff
- q) Current Use Board
- r) DRA
- s) BTLA

## **III. New Business**

## **IV. Old Business** -Storage Unit

## **V. Adjournment**

Next Scheduled Meeting: Wednesday, November 13, 2019 @NHMA Conference, Manchester

**NH BOARD OF DIRECTORS ATTENDANCE SHEET 2019**

**OFFICERS**

MEETING DATE: 10/8/19

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

**REGIONAL DIRECTORS**

Region 1-Coos & Grafton	<input checked="" type="checkbox"/>	Doug Irvine, Bedford
Region 2-Carroll & Belknap	<input type="checkbox"/>	Todd Haywood, Greenland
Region 3-Merrimack & Sullivan	<input 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**  Chuck Kurfehs, Manchester

**CARROLL**  Dale Schofield, Conway

**MERRIMACK**  Kris McAllister, Newbury

**CHESHIRE**  Mark Stetson

**ROCKINGHAM**  Emily Goldstein, Portsmouth

**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  
 September 10, 2019

<b>OFFICERS</b>	<u>Actual Income</u>	<u>BUDGETED INCOME</u>	<u>Actual Expenses</u>	<u>BUDGETED EXPENSES</u>
President	0.00	0.00	\$1,095.84	1,500.00
Secretary	0.00	0.00	0.00	100.00
Treasurer	8,210.00	8,500.00	1,377.36	1,918.00
<b>TOTAL OFFICERS</b>	<b>8,210.00</b>	<b>\$8,500.00</b>	<b>2,473.20</b>	<b>\$3,518.00</b>
<b>COMMITTEES</b>				
By-Laws	0.00	0.00	0.00	25.00
Certification	0.00	300.00	80.00	300.00
Communications	0.00	0.00	26.95	300.00
Conference	0.00	5,650.00	852.55	6,025.00
Education	23,830.00	50,000.00	14,877.87	50,000.00
Elections	0.00	0.00	0.00	535.00
Ethics	0.00	0.00	526.25	25.00
Finance	0.00	0.00	1,311.96	1,210.00
Legislative	0.00	0.00	2,625.00	3,500.00
Membership	0.00	0.00	0.00	280.00
Nominating	0.00	0.00	50.00	300.00
Publicity	2,680.00	2,250.00	2,651.62	2,500.00
Scholarship	4,315.00	900.00	1,400.00	2,900.00
<i>(NHAAO Account) 11,147</i>			<i>434.00</i>	
<i>Steve Tellier Scholarship Fund 3,965.00</i>			<i>750.00</i>	
NRAAO Conference	2,000.00	0.00	0.00	500.00
<b>TOTAL COMMITTEES</b>	<b>\$32,825.00</b>	<b>\$59,100.00</b>	<b>\$24,402.20</b>	<b>\$68,400.00</b>
<b>TOTAL BUDGET</b>	<b>\$41,035.00</b>	<b>\$67,600.00</b>	<b>\$26,875.40</b>	<b>\$71,918.00</b>
<b>Steve Tellier Scholarship Fund</b>	<b>Starting Balance</b>	<b>Income Expense</b>		<b>Current Bal</b>
	720.00	3,965.00	750.00	\$3,935.00

  
 Scott W. Bartlett, Treasurer

9/9/2019  
 Date

**NH ASSOCIATION OF ASSESSING OFFICIALS**

Treasurer's Report  
September 10, 2019

<b>Beginning Balance September 10, 2019</b>		<b>\$36,556.11</b>	
<b>Steve Tellier Fund</b>		<b>\$2,605.00</b>	
<b>NHAAO Account</b>		<b>\$33,951.11</b>	
<b>INCOME</b>			
	Education	Course Fees	\$6,880.00
	Scholarship	Steve Tellier - Cornhole	\$1,330.00
	Treasurer	Dues	\$110.00
<b>Total Income</b>			<b>\$8,320.00</b>
<b>EXPENSES</b>			
	Conference	Meeting Coffee	\$53.14
	Education	Lunch	424.54
	Education	Instructor Fee	6,325.00
	Ethics	Mailing Documents	66.80
	Finance	Copy Keys	7.96
	President	Gift Basket	\$102.98
	Publicity	Printing	\$1,822.50
	Treasurer	Storage Unit	\$182.00
<b>Total Expenses</b>			<b>\$8,984.92</b>
<b>Ending Balance September 10, 2019</b>		<b>\$35,891.19</b>	
<b>Steve Tellier Fund</b>		<b>\$3,935.00</b>	
<b>NHAAO Account</b>		<b>\$31,956.19</b>	

**NH ASSOCIATION OF ASSESSING OFFICIALS**  
 Income and Expense Statement  
 October 8, 2019

<b>OFFICERS</b>	<b>Actual Income</b>	<b>BUDGETED INCOME</b>	<b>Actual Expenses</b>	<b>BUDGETED EXPENSES</b>
President	0.00	0.00	\$1,095.84	1,500.00
Secretary	0.00	0.00	0.00	100.00
Treasurer	8,350.00	8,500.00	1,377.36	1,918.00
<b>TOTAL OFFICERS</b>	<b>8,350.00</b>	<b>\$8,500.00</b>	<b>2,473.20</b>	<b>\$3,518.00</b>
<b>COMMITTEES</b>				
By-Laws	0.00	0.00	0.00	25.00
Certification	0.00	300.00	80.00	300.00
Communications	0.00	0.00	26.95	300.00
Conference	0.00	5,650.00	935.25	6,025.00
Education	26,305.00	50,000.00	19,031.49	50,000.00
Elections	0.00	0.00	0.00	535.00
Ethics	0.00	0.00	526.25	25.00
Finance	0.00	0.00	1,311.96	1,210.00
Legislative	0.00	0.00	2,625.00	3,500.00
Membership	0.00	0.00	0.00	280.00
Nominating	0.00	0.00	50.00	300.00
Publicity	2,680.00	2,250.00	2,651.62	2,500.00
Scholarship	4,925.00	900.00	1,400.00	2,900.00
<i>(NRAAO Account)</i>	<i>350.00</i>		<i>630.00</i>	
<i>(Steve Tellier Scholarship Fund)</i>			<i>350.00</i>	
NRAAO Conference	2,000.00	0.00	0.00	500.00
<b>TOTAL COMMITTEES</b>	<b>\$35,910.00</b>	<b>\$59,100.00</b>	<b>\$28,638.52</b>	<b>\$68,400.00</b>
<b>TOTAL BUDGET</b>	<b>\$44,260.00</b>	<b>\$67,600.00</b>	<b>\$31,111.72</b>	<b>\$71,918.00</b>
<b>Steve Tellier Scholarship Fund</b>	<b>Starting Balance</b>	<b>Income Expense</b>		<b>Current Bal</b>
	720.00	4,575.00	750.00	\$4,545.00

  
 Scott W. Bartlett, Treasurer

10/8/19  
 Date

**NH ASSOCIATION OF ASSESSING OFFICIALS**

Treasurer's Report

October 8, 2019

<b>Beginning Balance October 8, 2019</b>		<b>\$35,891.19</b>	
<b>Steve Tellier Fund</b>		<b>\$3,935.00</b>	
<b>NHAAO Account</b>		<b>\$31,956.19</b>	
<b>INCOME</b>			
	Education	Course Fees	\$1,300.00
	Education	Course fees	\$1,175.00
	Scholarship	Steve Tellier - Golf (\$600) CornHole (\$10)	\$610.00
	Treasurer	Dues	\$110.00
	Treasurer	Dues	\$30.00
<b>Total Income</b>			<b>\$3,225.00</b>
<b>EXPENSES</b>			
	Conference	Meeting Coffee	\$82.70
	Education	Lunch	458.62
	Education	Refund	450.00
	Education	Refund	450.00
	Education	Course 162	2,795.00
<b>Total Expenses</b>			<b>\$4,236.32</b>
<b>Ending Balance October 8, 2019</b>			<b>\$34,879.87</b>
<b>Steve Tellier Fund</b>			<b>\$4,545.00</b>
<b>NHAAO Account</b>			<b>\$30,334.87</b>