

**NEW HAMPSHIRE ASSOCIATION OF ASSESSING OFFICIALS  
IAAO AFFILIATE  
BOARD OF DIRECTOR'S MEETING  
2020 ORGANIZATIONAL MEETING/WORK SESSION**

**Minutes  
December 10, 2019  
NHMA Center, Concord, NH**

**I. Call to Order – President Jim Rice.**

**II. Roll Call - A Quorum of Members being present (11 members).**

**Committee Chairs Present:** Verna Sharpe (Education), Rosann Maurice-Lentz (Certification), Mark Stetson (Elections), Rick Vincent (Ethics), Marti Noel (Finance), Jim Michaud (Legislative), Emily Goldstein (Membership), Beth Charlebois and Bill Ingalls (Publicity), Bill Ingalls and Rick Brideau (NRAAO), Lee Ann Provencher (Scholarship), Rick Brideau (IAAO), Loren Martin for Dave Marazoff (ASB).

**Meeting began at 9:00 am.**

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

**IV. Treasurer's Report:** Scott Bartlett sent out the Treasurer's Report and Income and Expense Statement dated December 10, 2019 and asked for a motion to accept. **Loren Martin made a motion to accept the Treasurer's Report as presented and seconded by Marti Noel. President Rice called for a vote, 11-0-0 in favor.**

Scott reminded the Board that this is not the end of year Treasurer's Report. He will present that at the meeting in January.

**V. Committee Reports:**

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

**Education:** Verna Sharpe – Verna stated that the committee had a profitable year in 2019. What she noticed this year is that there were more non-members than members taking IAAO courses and since the fees are higher for non-members this has led to more income than anticipated. The exact opposite is true for the NHAAO sponsored courses where only about 10% of the attendance is from non-members. She will be applying these observations to her estimates for 2020. Also, she said that it is better for attendance purposes to stagger IAAO courses such as 101 every other year, whereas, courses

such as Ins and Outs of Exemptions/Credits and State Statutes are guaranteed to turn a profit each time they are held. If they don't hold these classes this year then planning will be critical as to what IAAO courses they offer in order not to lose money.

Verna said she is still looking at the numbers but it appears that the Education Committee brought in about \$37,000 this year. She will get together with the Treasurer to account for all expenses in order to determine the exact profit for 2019. As of now it appears to be about \$4,000. Verna's thought was possibly using some of the surplus to offset the increases the IAAO is now charging for student manuals. Other insights that she learned was that people really want coffee and pastry in the mornings. She is looking to the Board as how it wants to proceed. President Rice stated that the manual for the Cadastral Mapping course he took was a mess and he spoke to the instructor about it. Verna will follow-up with the education department at IAAO and voice Jim's concerns. She is also checking with Dave Cornell to see if there are any less expensive alternatives to the 100 level courses. Rick Vincent cautioned that if anyone is going for an IAAO sponsored designation that only IAAO classes count for the prerequisites.

Verna said that the committee will send out a poll to members asking which courses they would like to see offered. At this point they will be offering both Statutes classes and there was a request to offer IAAO Course 601-Cadastral Mapping-Methods and Applications. Loren Martin said that due to the ASB certification subcommittee's work additional course requirements may be added for certain levels of certification. Jim Michaud said that they are proposing to require IAAO 300 (Mass Appraisal) and 452 (Ratio Study) for the certified assessor level.

President Rice stated that he has been working to design a course with the BTLA on the Abatement Hearing process and asked if we should form a subcommittee to look at designing courses that would benefit us as New Hampshire Assessors. Verna stated that she will take this back to her committee.

**Certification:** Rosann Maurice-Lentz – Rosann noted that the ASB is reviewing certification levels and the process is ongoing. President Rice stated that the ASB certification subcommittee chair Dave Marazoff is planning on having a meeting prior to the next regular ASB meeting. One of the changes recommended is the requirement of passing an exam to be certified at the Supervisor level. The design of the exam and who will be in charge of administering it are items under discussion. The future of the CNHA is also a question that will need to be discussed in conjunction with these changes. There are many issues that still need to be ironed out.

**Elections:** Mark Stetson – No Report.

**Ethics:** Rick Vincent – Rick stated that the issues that were brought to the committee this past year are still ongoing. Last year the committee met with the DRA regarding the complaints and is now waiting for them to issue its ruling. Rick will contact the DRA to see where the process stands and to possibly set up another meeting.

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

**Conference:** Kris McAllister – President Rice commended Marti Noel on organizing a great banquet and Kris McAllister said that she has big shoes to fill this coming year.

**Finance:** Marti Noel – Marti sent out the budget worksheets and asked if anyone had any questions to contact her. Treasurer Bartlett sent Marti a detailed breakout of the budget including every transaction in the last two years sorted by committee. He recommended that the more complicated committees (education, conference, scholarship, etc) request this information from Marti.

**Legislative:** Jim Michaud – Jim stated that he has been sending information out on the listserv and more bills are coming out daily. There is a holdover bill from last year dealing with fully exempt Veterans (VA adapted home). Jim said that since this is not a budget year there will more likely be a greater number of bills. There is a bill coming out that would bar Registry of Deeds from charging municipalities for deeds, plans etc. Jim is hoping that the NHAAO will support this bill.

**Scholarship:** Lee Ann Provencher – Lee Ann reported the committee had a good year. The starting balance for the Steve Tellier Fund is \$4,805 so they will not be requesting any funds for this Tellier scholarships. She said the committee will be looking at updating the education scholarships. She asked if anyone had any ideas for fundraising to let her know. A question was asked when the Tellier scholarships increased from \$500 to \$750. Lee Ann said it was prior to her tenure on the committee and the amount of the scholarships depends on how many applications they receive. Also, it has been voted on in the past by the Board that each scholarship is at the discretion of the committee. President Rice asked how the committee deals with conflicts of interest as our by-laws do not appear to address this. She stated that all committee members take their role seriously and use their best judgement in awarding scholarships and for what amount. Lee Ann and the committee are looking at ways to promote the education scholarships since they receive so few applications each year. President Rice stated that not only is there money through the NHAAO but the IAAO as well. Currently the limit for the education scholarship is \$300. It was asked because of the increasing costs of the IAAO courses should we look at increasing the amount offered. Lee Ann said the committee had discussed that this year and will review it for the future.

**Membership:** Emily Goldstein – Emily reported that this year the committee will be looking at levels of membership and what is included with each level.

**Publicity:** Beth Charlebois/Bill Ingalls – Bill asked that any changes to the directory (addresses, etc) be sent to Beth as she will be chairing this committee going forward. He will be working with Beth to make the transition easier. He asked that any changes be submitted by the end of February as he would like to have the books ready by April. Bill mentioned that the NHAAO has to take a full page ad out in the NRAAO Conference booklet to promote our conference in 2021. Bill thinks the cost is around \$300-\$350. Scott said that \$500 was budgeted to the NRAAO Conference and that money has not yet been used.

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

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

**NRAAO:** NRAAO Representative Rick Brideau – Bill Ingalls said that the NRAAO has given us \$2,000 seed money for the 2021 conference of which \$1,000 is earmarked for the deposit on the hotel, however, he believes the hotel was paid by the NHAAO so that needs to be compensated for. At the next NRAAO meeting we will receive an additional \$2,000 for education. In the past we have received \$4,000 from the NRAAO and \$2,000 from the NHAAO which eventually gets paid back to each organization from the proceeds of the conference. We will need to budget for the \$2,000 this coming year.

The NHAAO will have a table at this year's NRAAO conference and will need items to raffle off to raise funds for our conference in 2021.

Bill is encouraging people to join the NRAAO. They are currently offering the 2 years for price of 1 for new members. Bill reminded everyone that by joining they receive discounts on registration at conferences. The 2020 conference will be in Atlantic City at the Hard Rock Hotel.

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

**IAAO:** IAAO Representative Kathy Temchack/Rick Brideau – Rick said that the IAAO is also recruiting new members. Anyone interested can contact him.

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

**ASB:** ASB Representative Dave Marazoff – Loren said that the view subcommittee has completed a document explaining view valuation that eventually will be added to the Assessing Reference Manual. However, it will not be adopted until the ASB holds a public hearing in the northern part of the state. This meeting will take place at some point in January. Scott Bartlett recommended that the view subcommittee contact former ASB member and North Country Selectmen Eric Stohl. He was very helpful at the last view meeting up north.

Also, Loren stated that there will be another meeting of the certification subcommittee to address bullet points that were not yet voted on by the full board. The goal is to get these changes into rulemaking this year. The next meeting of the ASB is a 1pm on January 10<sup>th</sup>.

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

**CUB:** Norm Bernaiche – No Report

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 – No Report

**New Business:** Jim Michaud stated that HB 700 rulemaking will be coming up soon which will impact us in 2020. Scott Bartlett said that the DRA was to have the rules out by now.

**Old Business:** None

**Adjournment:** There being no further business before the Association Board of Directors, President Rice asked for a motion to adjourn the meeting; no objection, 11-0-0, unanimous in favor, the meeting adjourned at 10:40 am.

The next scheduled meeting will be held on **January 14, 2020** at the NHMA Center in Concord, NH

Respectfully Submitted:

*James Commerford, CNHA*

James Commerford, CNHA, Secretary (Meredith)

# **NHAAO Committee Chairs & Officers Meeting Agenda**

**December 10, 2019**

## **Pemigewasset River Room**

NHMA, Center at Triangle Park, 25 Triangle Park Drive, Concord, NH

Organizational meeting w/ Officers & Committee Chairs ..... 9:00 AM – 11:00 AM

**Call to order – President – Jim Rice**

**I. Roll call– Members**

**1<sup>st</sup> Vice President – Marti Noel**  
**2<sup>nd</sup> Vice President – Kris McAllister**  
**Secretary - Jim Commerford**  
**Treasurer - Scott Bartlett**  
**Past President – Dan Langille**

**Regional Directors (5)**

- 1. Coos & Grafton – Doug Irvine**
- 2. Carroll & Belknap –Todd Haywood**
- 3. Merrimack & Sullivan - Norm Bernaiche**
- 4. Hillsborough & Cheshire – James Michaud**
- 5. Rockingham & Strafford – Rick Brideau**

**County Directors (10)**

- 1. Belknap – Deb Derrick**
- 2. Carroll – Dale Schofield**
- 3. Cheshire – Mark Stetson**
- 4. Coos – Jason Call**
- 5. Grafton – Julie Huntley**
- 6. Hillsborough – Chuck Kurfehs**
- 7. Merrimack – Loren Martin**
- 8. Rockingham – Emily Goldstein**
- 9. Strafford – Jon Rice**
- 10. Sullivan – Dave Marazoff**

**II. Committee Chairs (16)**

- 1. By Laws –Tim Ballantine/ Bob Gagne**
- 2. Certification – Rosann Maurice-Lentz**
- 3. Communications – Dave McMullen**

4. **Conference** – Kris McAllister
5. **Education** – Verna Sharpe
6. **Election** – Marc Stetson
7. **Ethics** – Rick Vincent
8. **Finance** – Marti Noel
9. **Legislative** – Jim Michaud
10. **Membership** – Emily Goldstein
11. **Nominating** – Dan Langille
12. **Publicity** – Beth Hamilton-Charlebois/Bill Ingalls
13. **Scholarship** – Lee Ann Provencher
14. **NRAAO Representative** – Rick Brideau
15. **IAAO Representative** – Kathy Temchack/Rick Brideau
16. **Assessing Standards Board Rep** – Dave Marazoff

**III. New Business**

- Treasurer/Finance Committee - 2020 NHA AO Operating Budget Preliminary Outlook
- Education Committee - Outlook for 2020
- Committee Reports/2020 Outlook

**IV. Old Business**

**V. Adjournment**

Next Scheduled Meeting: Tuesday, January 14, 2020

**NH BOARD OF DIRECTORS ATTENDANCE SHEET 2020**

**OFFICERS**

MEETING DATE: 12-10-19

President	<input checked="" type="checkbox"/>	Jim Rice, Durham
1st Vice President	<input checked="" type="checkbox"/>	Marti Noel, Milford
2 <sup>nd</sup> Vice President	<input checked="" type="checkbox"/>	Kris McAllister, Tri-town
Treasurer	<input checked="" type="checkbox"/>	Scott Bartlett, Goffstown
Secretary	<input checked="" type="checkbox"/>	Jim Commerford, Meredith
Past President	<input checked="" type="checkbox"/>	Dan Langille, Keene

**REGIONAL DIRECTORS**

Region 1-Coos & Grafton	<input 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"/>	Rick Brideau, Londonderry

**COUNTY DIRECTORS**

**BELKNAP**  Deb Derrick

**HILLSBOROUGH**  Chuck Kurfels

**CARROLL**  Dale Schofield

**MERRIMACK**  Loren Martin

**CHESHIRE**  Mark Stetson

**ROCKINGHAM**  Emily Goldstein

**COOS**  Jason Call

**STRAFFORD**  Jon Rice

**GRAFTON**  Julie Huntley

**SULLIVAN**  Dave Marazoff

\*11 members required for a quorum.

*11 Members present*



**NH ASSOCIATION OF ASSESSING OFFICIALS**  
Treasurer's Report  
December 10, 2019

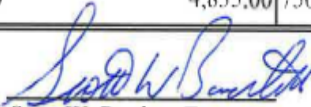
<b>Beginning Balance November 13, 2019</b>		<b>\$33,824.83</b>
<b>Steve Tellier Fund</b>		<b>\$4,620.00</b>
<b>NHAAO Account</b>		<b>\$29,204.83</b>
<b>INCOME</b>		
	Conference Banquet	\$5,504.00
	Scholarship Steve Tellier	\$185.00
	Treasurer Dues	\$40.00
<b>Total Income</b>		<b>\$5,729.00</b>
<b>EXPENSES</b>		
	Conference DJ	\$450.00
	Conference Banquet	\$6,244.34
	Education Lunch + Waters	\$617.71
	Nominating Awards	\$414.20
	Treasurer Bank Stamp, Storage, PO Box & IAAO Dues	\$534.99
	Education IAAO 600	\$4,250.00
	Education State Statutes	\$1,610.00
<b>Total Expenses</b>		<b>\$14,121.24</b>
<b>Ending Balance December 10, 2019</b>		<b>\$25,432.59</b>
<b>Steve Tellier Fund</b>		<b>\$4,805.00</b>
<b>NHAAO Account</b>		<b>\$20,627.59</b>

**NH ASSOCIATION OF ASSESSING OFFICIALS**

Income and Expense Statement

December 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	\$1,587.99	1,500.00
Secretary	0.00	0.00	0.00	100.00
Treasurer	8,435.00	8,500.00	1,912.35	1,918.00
<b>TOTAL OFFICERS</b>	<b>8,435.00</b>	<b>\$8,500.00</b>	<b>3,500.34</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	8,338.00	5,650.00	8,360.06	6,025.00
Education	35,555.00	50,000.00	37,058.64	50,000.00
Elections	0.00	0.00	436.98	535.00
Ethics	0.00	0.00	526.25	25.00
Finance	0.00	0.00	1,361.96	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	464.20	300.00
Publicity	2,680.00	2,250.00	2,651.62	2,500.00
Scholarship	5,185.00	900.00	1,400.00	2,900.00
<i>(NHAAO Account) 350.00</i>			<i>650.00</i>	
<i>(Steve Tellier Scholarship Fund) 4,835.00</i>			<i>750.00</i>	
NRAAO Conference	2,000.00	0.00	0.00	500.00
<b>TOTAL COMMITTEES</b>	<b>\$53,758.00</b>	<b>\$59,100.00</b>	<b>\$54,991.66</b>	<b>\$68,400.00</b>
<b>TOTAL BUDGET</b>	<b>\$62,193.00</b>	<b>\$67,600.00</b>	<b>\$58,492.00</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	4,835.00	750.00	\$4,805.00

  
 Scott W. Bartlett, Treasurer

12/10/19  
 Date

## (DRAFT) 2020 Committee List/Members

<b>BY-LAWS</b>	Phone	<b>LEGISLATIVE</b>	Phone
Tim Ballantine, Co-Chair	352-2125	Jim Michaud, Chair	886-6009
Bob Gagne, Co-Chair	624-6520	Rick Vincent	448-1499
Joe Lessard	898-5440	Joe Devarenne	230-3603
Jim Commerford	677-4213	Steve Hamilton	560-0629
Todd Haywood	496-7293	Nancy Miller	332-5109
Emily Goldstein	819-1914	Chris Ruel	890-2115
<b>CERTIFICATION</b>		<b>MEMBERSHIP</b>	
Rosann Maurice-Lentz, Chair	610-7249	Emily Goldstein, Chair	819-1914
Norm Bernaiche	526-4821	Scott Bartlett	497-8990
Bob Gagne	624-6520	Chuck Kurfehs	792-6794
Sam Greene	230-5963	Tom Hughes (Pending BTLA Approval)	271-2578
Norm Pelletier	320-7460	Adam Denoncour	230-5959
Jim Commerford	677-4226	Todd Haywood	496-7293
<b>COMMUNICATIONS</b>		<b>NOMINATING</b>	
Dave McMullen, Chair	640-3206		
Doug Irvine	472-8104	Dan Langille, Chair	757-1800
George Hildum		Donna Langley (Exp. 2020)	516-6014
		Marti Noel (Exp 2021)	249-0615
		Rick Brideau (Exp 2022)	432-1100
		Karen Marino (Exp 2023)	475-3073
		Joe Lessard (Exp 2023)	898-5440
<b>CONFERENCE</b>		<b>PUBLICITY</b>	
Kris McAllister, Chair	848-5258	Beth Hamilton-Charlebois, Co-Chair	432-1100
Scott Bartlett	497-8990	Bill Ingalls, Co-Chair	472-8104
Verna Sharpe	610-7138	Kris McAllister	848-5258
Andrea Lewy	772-7391	Jon Rice	332-5109
Marti Noel	249-0615	Angela Silva	474-2966
Chad Roberge	798-4419		
<b>EDUCATION</b>		<b>SCHOLARSHIP</b>	
Verna Sharpe, Chair	610-7138	Lee Ann Provencher, Chair	624-6520
Josephine Belville	476-2347	Norm Pelletier	320-7460
Theresa Hervey	332-5109	Donna Langley	516-6014
Kathy Temchack	225-8550	Andrea Lewy	772-7391
David Cornell	203-5517	Beth Hamilton-Charlebois	432-1100
Deb Derrick	875-2167	Doug Irvine	472-8104
Chuck Reese	610-7359		
Steve Hamilton,	560-0629		
Chris Ruel	890-2115		
		<b>ASSESSING STANDARDS BOARD</b>	
<b>ELECTION</b>		Joe Lessard (Town >3000) (Exp 2021)	898-5440
Mark Stetson, Chair (2020)	798-4419	Loren Martin (Town <3,000) (Exp 2021)	798-4419

Greg Turgiss (2021)	589-3040	Robert Gagne (City) (Exp 2021)	624-6520
Sue Golden (2022)	230-3606	Dave Marazoff (NHAAO) (Exp 2021)	313-7962
<b>ETHICS</b>		<b>CURRENT USE ADVISORY BOARD</b>	
Rick Vincent, Chair (2023)	448-1499	Norm Bernaiche (<5, 000)	526-4821
Kathy Temchack (2021)	225-8550	Andrea Lewy (>5,000)	772-7391
Doug Irvine (2022)	472-8104	Jon Rice (City)	332-5109
Norm Bernaiche (2020)	448-1499		
Loren Martin (2023)	798-4419	<b>NRAAO REPRESENTATIVE</b>	
		Rick Brideau Lawton 2011;	432-1100
<b>FINANCE</b>		<b>IAAO REPRESENTATIVES</b>	
Marti Noel, Chair	249-0615	Kathy Temchack (Exp. 2021)	225-8550
Scott Bartlett	497-8990	Rick Brideau (Exp. 2021)	432-1100
Jon Rice	332-5109		
Mark Stetson	798-4419		
Jason Call	788-3391		
Andrew LeMay	731-0887		