

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

**DRAFT Minutes  
January 14, 2020  
NHMA Center, Concord, NH**

**Education Session:** "A Guide to Reviewing Single Property and Mass Appraisals" by David Cornell, MAI, CAE.

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

**II. Roll Call - A Quorum of Members being present (16 members). Meeting began at 11:00 am.**

**New Members/Guest – None**

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

**IV. Treasurer's Report:** Treasurer Scott Bartlett handed out the Treasurer's Report and Income and Expense Statement dated December 31, 2019. **Dan Langille made a motion to approve the report as presented, seconded by Mark Stetson. President Rice called for a vote, 16-0-0 in favor.**

It was noted during the treasurer's report the efforts of the Scholarship committee's fundraising for the Steve Tellier Fund. Also, it was noted that 2021 NRAAO conference committee will receive \$2,000 of "seed" money from the NHA AO in addition to the \$2,000 being received from the NRAAO.

**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– Rosann stated that the committee has received two requests. The first is to re-instate a CNHA and the other to change status to retired. There was a discussion as to the difference between "Honorary" and "Retired". Currently, according to the By-laws there is no "retired"

status. Bob Gagne suggested a request in writing be sent to the By-laws committee for review and clarification.

It was asked to please send CNHA applications to Rosann, not to Karen Marchant.

**Education:** Verna Sharpe –Verna stated that the committee is in the process of putting this year’s schedule together. They plan to offer IAAO Course 102 and 311. The committee is asking if there is any interest in holding Course 101. IAAO Course 452 (Ratio Studies) will be offered in the spring and potentially in the fall, if there is interest. The committee is developing a Court Preparation Course. Dave Cornell’s class on Power BI may be offered. It was noted that State Statutes needs to be updated due to recent legislative changes. Loren Martin asked whether the “Ins and Outs of Exemptions and Credits” should be offered this year because of legislative changes as well. There was also a brief discussion regarding the DRA using the CNHA exam as a template for the new Assessor Supervisor exam which has been recommended by the ASB certification subcommittee.

**Nominating:** Dan Langille – The committee is looking for a member to fill the vacant Carroll County Director position.

**Conference:** Kris McAllister – Kris is seeking feedback on the 2019 Banquet. Any comments or suggestions please e-mail Kris.

**Legislative:** Jim Michaud – Jim reminded the group that NHMA is now our legislative tracker so the reports will look different than they have in the past. Jim asked the NHAAO Board to support SB 425 which seeks to eliminate charges from county registries for documents printed by municipalities. Jim stated the bill has support in the House and Senate. Jim is also seeking support from NHMA, the Municipal Managers and the Tax Collectors Association. After a discussion the Board agreed to support the legislation. **Norm Bernaiche made a motion for the NHAAO to support SB 425. Seconded by Scott Bartlett. President Rice asked for a vote, 16-0-0 in favor.** President Rice will draft a letter to the legislature.

Also, Jim mentioned other bills being tracked by the committee including HB 1237 which addresses data that is to be provided by utility companies. Jim said it is still in need of some refinement. There are several other “complicated” bills that the committee is tracking.

**Scholarship:** Lee Ann Provencher – Lee Ann reported that only 1 education scholarship was requested in 2019. The committee would like to increase the amount of the education scholarships from \$300 to up to \$500 to better align with the costs of these courses. **Scott Bartlett motioned to increase the education scholarships from \$300 to up to \$500. Seconded by Jon Rice. President Jim Rice called for a vote 16-0-0 in favor.**

There was then a discussion regarding the Steve Tellier Scholarship. In the past it was voted that the amount of the scholarship was up to the discretion of the committee. **Scott Bartlett made a motion to**

**clarify that the amount of the Steve Tellier Scholarship can be up to \$750. Seconded by Dan Langille. President Rice asked for a vote, 16-0-0 in favor.**

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

**Publicity:** Bill Ingalls – Bill introduced Beth Hamilton-Charlebois as the committee co-chair. Beth asked that any information that needs to be changed in the booklet be sent to her by mid-February. Updates can be sent to [bhamilton@londonderrynh.org](mailto:bhamilton@londonderrynh.org). All changes must be in writing. The timeframe for delivering the booklets is by the May meeting. Rosann pointed out that the current list of CNHA's should be reviewed and corrected as necessary.

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

**Finance:** Marti Noel – Treasurer Scott Bartlett presented the 2020 budget which was developed through combined effort of the committee chair request and prior data. Committee chairs were encouraged to review their proposed budgets and update with Scott or Marti if necessary. The Ethics committee budget has been increased to cover unanticipated copying fees and other costs. It was noted by Norm Bernaiche that the By-laws were recently changed adding that the complainant must provide 5 copies of the complaint to the committee. The Finance budget was adjusted to account for the increase cost of the tax consultant and liability insurance. The Legislative budget concurred with the current contract with NHMA. The Nominating committee's budget increased due to the increase in awards presented at the annual banquet. The Scholarship budget reflects anticipated revenue to be raised in 2020 for the Steve Tellier Scholarship. Regarding the NRAAO 2021 conference, Bill Ingalls and Norm Pelletier will create a bank account similar to the 2015 conference. Bill said that the seed money provided by the NHAAO and NRAAO will be repaid after the conference. **Jim Michaud motioned to approve the budget, seconded by Dan Langille. President Rice asked for a vote, 16-0-0 in favor.**

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

**Ethics:** Rick Vincent – The committee met today and there were discussions but no decisions to report on. Rick stated that the committee plans to meet with the DRA in a continued joint effort to streamline the complaint review process.

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

**NRAAO:** NRAAO Representative Rick Brideau – The 2020 Conference will be held in Atlantic City, New Jersey from May 17<sup>th</sup> to 20<sup>th</sup>. Room rates are very reasonable at \$89 per night. The NRAAO is seeking new members and is offering the 2 for 1 special that they have offered in the past. Bill Ingalls is encouraging all NHAAO members to join as we want a strong membership going into New Hampshire's conference in 2021.

Bill is asking for suggestions for a slogan for New Hampshire's conference in 2021. The winning suggestion will receive a free membership. **Scott Bartlett made a motion to set up a NRAAO bank account and fund the account in the amount of \$3,000. Seconded by Norm Bernaiche. President Rice asked for a vote, 16-0-0 in favor.** Funds will be made available as soon as the bank account is setup.

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

**IAAO:** IAAO Representative Kathy Temchack/Rick Brideau – 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 ASB has adopted many of the recommendations made by the certification subcommittee regarding required education for certification. Dave encouraged all to follow the ASB meetings and minutes in order to stay informed.

Recent recommendations are:

1. Measure/listers will require increased supervision time from 80 to 160 hours, 40 of which will be with a DRA certified Assessor or Assessor Supervisor.
2. Assessor Assistant must obtain 50 hours over 5 years for continuing education. They will be able to sit at hearings and discuss concerns with taxpayers as long as there is an Assessing Supervisor on-site.
3. The Assessor designation will require IAAO Courses 300 and 452. It is clarified that Assessors can participate in informal hearings.
4. Assessing Supervisor designation will require IAAO Course 102 and a comprehensive exam. The exam is intended to be similar to the CNHA exam and will be developed jointly by the DRA and NHAAO. If you have taken the CNHA exam you will not be required to re-take the test.

Bob Gagne stated that many of the LIHTC properties in southern NH saw large tax increases this year due to the current vacancy and cap rates and this may need to be looked at going forward.

There will be an ASB Public Forum on January 30<sup>th</sup> in Whitefield at the White Mountain Regional High School.

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

**CUB:** Norm Bernaiche – There will be a rulemaking hearing February 10<sup>th</sup> at 1pm. There will then be a meeting of a subcommittee dealing with how to address land under lakes and ponds. Also, there will be

a hearing tomorrow (1/15/2020) for SB 511 that deals with making the current use formula available to the public.

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 has recently hired 2 new monitors, Ben Lafond and Jason Bickford. Sam was asked if the DRA allows monitors that are fee appraisers to appraise property in any of their towns. Sam stated that the DRA does not have a policy on their employees conducting fee appraisals outside of their DRA employment, however, he said they can't perform appraisal work for abatements or appeals.

The DRA will be holding the “Overview of NH Assessing” course in Whitefield on January 30<sup>th</sup>. Sam encouraged all to check the DRA website for additional education offerings.

**New Business:** None

**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, 16-0-0, unanimous in favor, the meeting adjourned at 12:37 pm.

The next scheduled meeting will be held on **February 11, 2020** at the NHMA offices in Concord, NH.

Respectfully Submitted:

*James Commerford, CNHA*

James Commerford, CNHA, Secretary (Meredith)

# NHAAO Committee Chairs & Officers Meeting Agenda

January 14, 2020

## John B. Andrews Room

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

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

Education Session: 10:00 – 10:45 AM

*"A Guide to Reviewing Single Property and Mass Appraisals"* by David Cornell, MAI, CAE

Business Meeting: 11:00 – 12:00 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
17. **BTLA** – Tom Hughes
18. **DRA** – Sam Greene

## III. New Business

### Certification Committee:

- Norman LeBlond has applied to the Certification Committee to have his CNHA status changed from “Active” to “Retired”. What does “Retired Status” mean? Needs clarification.
- Possible revision to CNHA Application, section #6 stating: *“I also understand that failure to meet any of these requirements could result in the loss of my certification and that recertification is at the discretion of the Certification Committee”.*
- Correct mailing address on CNHA application from Karen Marchant to Rosann Maurice-Lentz, 1 Junkins Ave., Portsmouth, NH 03801.

### Education Committee:

- Subcommittee for “Understanding BTLA Administrative Rules” course.

### Ethics Committee:

- Update from DRA regarding outstanding complaints/violations.

### Legislative Committee:

- Should the NHAAO support SB 425: Prohibiting registers of deeds from charging fees to municipalities for copies of documents used for tax purposes?  
[http://gencourt.state.nh.us/bill\\_status/billText.aspx?sy=2020&id=2111&txtFormat=pdf&v=current](http://gencourt.state.nh.us/bill_status/billText.aspx?sy=2020&id=2111&txtFormat=pdf&v=current)

### Treasurer/Finance Committee:

- 2020 NHAAO Operating Budget Preliminary Outlook.

### Scholarship Committee:

- Should the Association set scholarship limits for Steve Tellier Scholarship and education scholarship?

### Assessing Standards Board:

- Update on “View Tax” education session and Certification Committee.

**IV. Old Business**

**V. Adjournment**

Next Scheduled Meeting: Tuesday, *February 11, 2020*





NH BOARD OF DIRECTORS ATTENDANCE SHEET 2020

OFFICERS

MEETING DATE: 1/14/2020

President ✓ Jim Rice, Durham  
1st Vice President ✓ Marti Noel, Milford  
2nd Vice President ✓ Kris McAllister, Tri-town  
Treasurer ✓ Scott Bartlett, Goffstown  
Secretary \_\_\_\_\_ Jim Commerford, Meredith  
Past President ✓ Dan Langille, Keene

REGIONAL DIRECTORS

Region 1-Coos & Grafton ✓ Doug Irvine, Bedford  
Region 2-Carroll & Belknap \_\_\_\_\_ Todd Haywood, Greenland  
Region 3-Merrimack & Sullivan ✓ Norm Bernaiche, Sunapee  
Region 4-Hillsborough & Cheshire ✓ Jim Michaud, Hudson  
Region 5-Rockingham & Strafford \_\_\_\_\_ Rick Brideau, Londonderry

COUNTY DIRECTORS

BELKNAP \_\_\_\_\_ Deb Derrick

HILLSBOROUGH ✓ Chuck Kurfels

CARROLL ✓ Dale Schofield *Retires*

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.

*16 members present*

**NH ASSOCIATION OF ASSESSING OFFICIALS**

Income and Expense Statement

December 31, 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	\$1,587.99	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	8,348.91	5,650.00	8,398.47	6,025.00
Education	39,030.00	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>\$57,243.91</b>	<b>\$59,100.00</b>	<b>\$55,030.07</b>	<b>\$68,400.00</b>
<b>TOTAL BUDGET</b>	<b>\$65,678.91</b>	<b>\$67,600.00</b>	<b>\$58,530.41</b>	<b>\$71,918.00</b>
<b>Steve Tellier Scholarship Fund</b>	<b>Starting Balance</b>	<b>Income</b>	<b>Expense</b>	<b>Current Bal</b>
	720.00	4,835.00	750.00	\$4,805.00

  
 Scott W. Bartlett, Treasurer

1-14-2020  
 Date

**NH ASSOCIATION OF ASSESSING OFFICIALS**

Treasurer's Report

December 31, 2019

<b>Beginning 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>
<b>INCOME</b>			
	Conference	Gifts-Refund	\$10.91
	Education	Course Fees	\$3,475.00
<b>Total Income</b>			<b>\$3,485.91</b>
<b>EXPENSES</b>			
	Conference	Supplies	\$38.41
<b>Total Expenses</b>			<b>\$38.41</b>
<b>Ending Balance December 31, 2019</b>			<b>\$28,880.09</b>
<b>Steve Tellier Fund</b>			<b>\$4,805.00</b>
<b>NHAAO Account</b>			<b>\$24,075.09</b>