

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

**Minutes  
August 11, 2020  
Virtual Meeting via Zoom**

**Education Session:** None

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

**II. Roll Call - A Quorum of Members being present (14 members). Meeting began at 10:09 am.**

**New Members/Guest – None**

**New Business:** There were several Procedural Rule changes that were brought forth and recommended by the Ethics Committee that were discussed today (they are attached to these minutes with the agenda for the meeting). They were as follows:

1. Revision to Procedural Rule 2.8.1E - The recommended change is to change the 3 years wording to *180 days*. The reasoning is to align with the ASB requirements as to the filing of a complaint. After discussion **Marti Noel made a motion to approve the change as recommended, seconded by Rick Brideau. President Rice called for a vote; 14-0-0 in favor.**
2. Revision to Procedural Rule 2.8.4B – There are 2 recommended changes to this rule. The first is to change the language from 30 days after receipt to *30 days from the date of the letter*. Also, language was added to the last sentence stating The chair shall *certify the date of the mailing of the respective letters and* immediately transmit any reply to the members of the committee (added wording in italics). **Marti Noel made a motion to approve the change as recommended, seconded by Rick Brideau. President Rice called for a vote; 14-0-0 in favor.**
3. Language added to Procedural Rule 2.8.4 under new section D: *The ethics committee may refuse to entertain any matter that it determines to be repetitive of a previously considered matter unless substantial new evidence to warrant the ethics committee's reevaluation of the matter is submitted with the new complaint.* Rick Vincent, chair of the Ethics committee, stated that this is similar to IAAO Rule 5.3.4. Rick was asked if the committee sought any legal advice regarding this change. Rick said that the committee is just trying to align itself with the ASB and IAAO regarding these matters. **Marti Noel made a motion to approve**

**the change as recommended, seconded by Rick Brideau. President Rice called for a vote; 14-0-0 in favor.**

4. Language added to Procedural Rule 2.8.10: Recommended language added to the end of the paragraph:  
*NHAAO members shall notify the Ethics Committee within 10 days of suspension or decertification from:*
1. *NH Dept. of Revenue Administration or similar oversight agency in another state;*
  2. *The International Association of Assessing Officers or other professional associations;*
  3. *The NH real estate appraisal board; or similar oversight agencies in other states.*

There was a discussion amongst the group of why 10 days and whether it was business days or calendar days. Emily Goldstein recommended 14 calendar days be used. After discussion it was recommended the language read *10 business days*. **Rick Brideau made a motion to approve the change as recommended, seconded by Marti Noel. President Rice called for a vote; 14-0-0 in favor.**

5. **Dave McMullen** nominated for Honorary Lifetime Membership – Rick Vincent stated that Dave has recently retired and has dedicated many years of invaluable service to the NHAAO. Rick is requesting the Board grant Honorary Lifetime Membership to Dave. **Todd Haywood made a motion to grant Honorary Lifetime Membership to Dave McMullen, seconded by Rick Brideau. President Rice called for a vote; 14-0-0 in favor.** Congratulations Dave and thank you for your dedication to the NHAAO over your career.

**Old Business:** None

- III. **Secretary's Report:** Secretary Commerford stated that the minutes from the June 9, 2020 ZOOM meeting were sent to the members via listserv email and asked for a motion to accept the minutes. **Norm Bernaiche made a motion to approve the minutes as written, seconded by Rick Brideau. President Rice called for a vote; 14-0-0 in favor.**
- IV. **Treasurer's Report:** Treasurer Scott Bartlett was absent from the meeting but had sent out via listserv the Treasurer's Report and Income and Expense Statement dated August 11, 2020. Marti Noel, chair of the Finance Committee asked for any comments regarding the Treasurer's report. Hearing none, **Marti Noel made a motion to approve the report as presented, seconded by Dan Langille. President Rice 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 – Tim asked Dave McMullen to incorporate today's changes into the Rules and Procedures section of the by-laws.

**Certification:** Rosann Maurice-Lentz– Rosann stated that four people are interested in taking the CNHA exam. Discussions regarding this such centered on where the test would be held, would the review class be held, etc. The test also needs to be updated. Sam Greene said that the DRA is open to holding classes for small groups and may be a venue for the exam and review class. He will check. Rosann is looking at potentially offering the exam in the fall.

There was a discussion regarding the meaning of "retired status". Retired status is listed as a classification for CNHA certification under the recertification section in the booklet, however, it is not listed as a type of membership in the By-laws. Currently, the by-laws has an Honorary status but the description may not cover all those members retiring from the organization. President Rice recommended that we table this item for now.

**Communications:** Dave McMullen – Dave stated that he would remain the Communication chair until the end of the year. A replacement would need to be found for next year.

**Conference:** Kris McAllister – Kris reminded the group that the Board voted at the last meeting to cancel the NHAAO banquet for 2020 due to the virus. Verna Sharpe reiterated that the NHMA is still holding a virtual conference this fall (see below).

**Education:** Verna Sharpe –Verna stated that the DRA will accept live on-line classes for certification. She stated several dates for upcoming classes; State Statute I Sept. 21 to 24 with registrations due Sept. 4. State Statute II Nov. 2 to 5 with a registration deadline of Oct. 19. State Statute Update on Dec. 9 with due date of Nov. 23 to register. Verna stated that Kathy Seaver has retired so a new instructor is needed for the Tax Collector portion of the course. Also, President Rice suggested all instructors should review and update their portion of the class where needed. Verna will coordinate with Dave Cornell on Course 102 and 452 that were cancelled this spring to see if they can still somehow be offered this year. She also stated there will be a 7 hour USPAP class offered later this month, live on-line.

The NHMA Virtual Conference is slated for 3 days – November 18<sup>th</sup> to 20<sup>th</sup>. There will be 3 education sessions offered Wednesday and Thursday and 2 on Friday. Registration will be in September.

President Rice asked Sam Greene how the DRA was going to handle those recertifying this year who have not been able to take classes. Sam stated he will ask Director James Gerry and get back to the association with an answer.

**Elections:** Mark Stetson – President Rice reported that Mark sent him a message that the ballots have been prepared and will be in the mail by the end of the month.

**Ethics:** Rick Vincent – Rick stated that the committee is still working on complaints that have been filed with the committee.

**Finance:** Marti Noel – No Report.

**Legislative:** Jim Michaud – Jim stated that the legislature will only meet at the call of the chairperson. He said that their next meeting will likely be to take up the Governor’s recent vetoes. New LSR’s can start being submitted in September.

**Membership:** Emily Goldstein – Emily stated that there has been an increase in new membership this year and wondered if it was due to the change made earlier this year to the fee structure for courses. She has been sending welcome emails to the new members.

**Nominating:** Dan Langille – Dan is asking for feedback as to how the NHAAO should handle the Lawton B. Chandler and other awards this year. President Rice feels that we ought to continue to give out the awards in November as we typically do and possibly at our zoom meeting coinciding with the NHMA virtual conference. Anyone with any thoughts should contact Dan.

**Publicity:** Beth Charlebois – Bill Ingalls stated that a digital copy of the booklet will be ready soon. He said it has been difficult putting this together because of the software needed to maintain a digital version. It was suggested by Rosann that we replace the booklet with a digital version that is displayed on our website only. Dave McMullen said he would take a look at what is needed to update it and asked Bill to send him the file. President Rice suggested that we re-visit this early next year and make a decision then.

**Scholarship:** Lee Ann Provencher – Lee Ann reported that the committee has awarded three Steve Tellier Scholarships in the amount of \$625 each. She stated that the committee has received \$2,350 in sponsorships for the cash calendar and hopes to have it available by August 24<sup>th</sup> which is also the date of the golf tournament. The calendars are \$10 each.

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

**NRAAO:** NRAAO Representative Rick Brideau – Rick deferred to Norm Bernaiche and Bill Ingalls since they recently sent out a survey regarding the 2021 NRAAO conference. Bill reported that responses so far were 88 people were planning to attend pre-covid, down to 70 now, 58 would attend a virtual conference, 46 would not and 37 were undecided. Bill Ingalls said that he is leaning toward recommending a virtual conference and described what that might look like. He said they will need to make a decision in September prior to the October meeting of the NRAAO.

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 stated that IAAO conference that was to be held at the end of August in Denver has been cancelled and will now be a virtual event. Rick stated he would be attending to get a preview of what our NRAAO conference could be like.

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

**ASB:** ASB Representative Dave Marazoff – Dave reported that the DRAFT minutes for the July meeting were sent out via listserve recently. There is a recertification subcommittee that will meet soon.

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

**CUB:** Norm Bernaiche – Norm reported that the next meeting will be virtual on August 27<sup>th</sup> at 9:30 am. Anyone can attend the meeting remotely by calling in. See the Current Use page on the DRA website for information.

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 – Sam Greene said he will check with the department regarding recertification extensions and whether individuals will have to apply or if it would be automatic. He will also check on whether the training room can be used for small classes.

**Adjournment:** There being no further business before the Association Board of Directors, President Rice asked for a motion to adjourn the meeting; no objection, 14-0-0, unanimous in favor, the meeting adjourned at 11:27 am.

The next scheduled meeting will be held on **September 8, 2020**.

Respectfully Submitted:

*James Commerford, CNHA*

James Commerford, CNHA, Secretary (Meredith)

# NHAAO Board of Directors Business Meeting

## Agenda

August 11, 2020

ZOOM Meeting

Host – Jim Rice, President

Business Meeting: 10:00 – 12:00 AM

Call to order – President – Jim Rice

### I. Roll call– Members

1st Vice President – Marti Noel  
2nd 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 –
2. Carroll – Corie Hilton
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/Representatives

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. **Current Use Board** – Norm Bernaiche
- 19. **DRA** – Sam Greene

III. **Secretary’s Report** – Approve Minutes for June 2020

IV. **Treasurer’s Report** – Approve Reports for July 2020

V. **Old Business**

1) Ethic Committee recommends the following revision to Procedural Rule 2.8.6 J:

J. At the conclusion of the hearing, the committee shall review the charge(s), the respondents reply, and all evidence and testimony presented at the hearing, and, within twenty (20) days from the conclusion of the hearing shall cause to be issued its decision to either, (a) acquit, (b) reprimand, (c) suspend, or (d) expel. The chair shall mail copies of the decision to the complainant and respondent by courier service. The decision shall include notice that the complainant and the respondent have thirty (30) days from receipt from the date on the letter of the decision to appeal to the Executive Board and that a copy of the transcript or recording of the hearing will be available to the respondent or complainant upon request. The decision shall also advise the respondent that the discipline if any, will be imposed after the time for appeal has expired. The chair shall certify the date of the mailing of the respective letters.

For the Notice of Decision, the language shall be as follows;

I certify a copy of this letter was mailed/hand delivered to \_\_\_\_\_, Respondent, \_\_\_\_\_, Claimant, \_\_\_\_\_, and NHAEO President \_\_\_\_\_, on , 20\_\_.  
Date:

VI. **New Business**

1) Ethics Committee recommends the following revision to Procedural Rule 2.8.1 E:

E. The committee shall not have jurisdiction to act on complaints of alleged ethical violations when such alleged violation occurred prior to the adoption of the IAAO Code of Ethics and Standards of Professional Conduct, unless such alleged violation is a continuing act or effects continuing consequences. The committee shall not

have jurisdiction to act on complaints of alleged ethical violations when such violations occurred over three-years **180 Days** prior to the filing of the complaint, unless such alleged violation is a continuing act or effects continuing consequences.

2) Ethics Committee recommends the following revision to Procedural Rule 2.8.4 B:

B. The complainant shall provide 6 copies of the complaint to the Chair of the Ethics Committee. All complaints shall be transmitted to the chair of the committee. The chair will record the receipt of the complaint, prepare a case file, and shall immediately mail uncensored copies of the complaint to the members of the committee, and to the person(s), hereinafter referred to as "respondent," whose alleged conduct is the subject of the complaint with a letter stating that the complaint has been referred to the committee. The letter shall notify the respondent that the respondent shall file a written reply with the chair within thirty (30) days ~~after receipt~~ **from the date on the letter** of the complaint and that failure to file a written reply may be considered by the committee to be an admission of the charges in the complaint. Where the respondent fails to respond within the prescribed period, the committee shall be authorized to issue a Default Order based on the complaint. The letter and a copy of the complaint shall be sent by any form of courier or mail service that confirms delivery by a return receipt, hereinafter referred to as "courier service," along with a copy of these Rules and Procedures. The chair **shall certify the date of the mailing of the respective letters and** immediately transmit any reply to the members of the committee.

For the Letter of Notice, the language shall be as follows;

**Certification:** I certify a copy of this letter was mailed/hand delivered to \_\_\_\_\_, Respondent on , 20\_\_ .  
**Date:**

3) The Ethics Committee Recommends the following language be added to Procedural Rule 2.8.4 under new section D:

**D. The ethics committee may refuse to entertain any matter that it determines to be repetitive of a previously considered matter unless substantial new evidence to warrant the ethics committee's reevaluation of the matter is submitted with the new complaint.**

4) The Ethics Committee recommends the following language be added to Procedural Rule 2.8.10:

Each member, by joining the New Hampshire Association of Assessing Officials or continuing membership in that organization, agrees that no complaint filed or action taken under these Rules and Procedures with respect to a complaint shall subject (1) the complainant, (2) members and/or agents and/or employees of the Ethics Committee individually or in their capacity as municipal officials, (3)



members and/or agents and/or employees of the Executive Board individually or in their capacity as municipal officials, (4) members and/or agents and/or employees of the Board of Directors individually or in their capacity as municipal Officials, (5) the New Hampshire Association of Assessing Officials, and (6) witnesses who are either summonsed or called by parties to any legal liability, claims, demand, causes of action, costs and damages of any nature or description relating to or arising out of any complaint filed or action taken under these Rules and Procedures.

**NHAAO members shall notify the Ethics Committee within 10 days of suspension or decertification from:**

- (1) **N.H. Dept of Revenue Administration or similar oversight agency in another state;**
- (2) **The International Association of Assessing Officers or other professional associations;**
- (3) **The NH real estate appraisal board; or similar oversight agencies in other states.**

5) Honorary Lifetime NHAAO Membership be granted to **David M. McMullen** who recently retired.

## VII. Adjournment

Next Scheduled Meeting: **September 8, 2020**



**NH BOARD OF DIRECTORS ATTENDANCE SHEET 2020**

**OFFICERS**

MEETING DATE: 9/11/2020

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~~ VACANT

**HILLSBOROUGH** ✓ Chuck Kurfels

**CARROLL** \_\_\_\_\_ Corie Hilton

**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.

14 Members