

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

**Minutes
September 8, 2020
Virtual Meeting via ZOOM**

Education Session: None

I. Call to Order – President James Rice.

II. Roll Call - A Quorum of Members being present (12 members). Meeting began at 10:05 am.

New Members/Guest – None

III. Secretary's Report: Secretary Commerford stated that the minutes from the August 11, 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 Mark Stetson. President Rice called for a vote; 12-0-0 in favor.**

IV. Treasurer's Report: Treasurer Scott Bartlett sent out via listserv the Treasurer's Report and Income and Expense Statement dated September 8, 2020. Also, Scott mentioned that he has set up a separate savings account for the Steve Tellier Scholarship fund. He was advised several years ago that this would be a good idea and now that there are considerable monies in the fund he felt it was time. There is \$7,930 in the account as of today. **Mark Stetson made a motion to approve the report as presented, seconded by Loren Martin. President Rice called for a vote, 12-0-0 in favor.**

New Business: (the following discussion took place at the end of the meeting). President Rice asked when the next meeting of the NHAAO should take place. Typically, it is held during the NHMA conference. Verna stated that the conference will be held November 18th to the 20th with 3 sessions on Wednesday and Thursday and 2 sessions on Friday. The last session on Friday ends at noon. It was then recommended to hold the November meeting on Friday November 20th at 1:30 pm.

Old Business: There was a discussion regarding the Retired status for a CNHA. The By-laws lists Honorary members which consists of retired members but there is no separate membership for retired members. The question is how we differentiate or do we need to. In the end it was determined not to change the Honorary membership or add a category for Retired Members. If someone wanted to request Retired status they could do that with a letter of request to the Certification Committee. The committee

would review to make sure the qualifications are met. If so, the committee chair would state this at the next meeting so that it would be memorialized in the minutes. No vote by the Board is necessary.

Norm Leblond has made a request to the Certification Committee to have his member status changed to Retired. Norm meets all the requirements for this consideration and the committee recommends him for this. The Board concurred with the committee and Chair Rosann Maurice-Lentz will notify Norm of this change.

There was a discussion regarding holding the CNHA exam. Rosann Maurice-Lentz stated that there was 2 requests to take the exam. She noted that the exam needed to be reviewed and updated. She has sent the exam out to members of the committee for their review and was hoping to offer the exam in late November. There was a discussion of if there would be a review offered prior to the exam. President Rice asked anyone who is willing to give the review to notify Rosann.

Sam Greene of the DRA stated that they will be taking extension requests on a case by case basis for those with 2020 re-certification. They can give an extension of up to 6 months.

President Rice asked Nominating Chairman Dan Langille if he received any feedback regarding how the NHAAO should proceed with awards for this year. Dan stated that he did not receive any feedback.

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 reiterated that the test needs updating before it can be offered. There was a discussion regarding ASB certification and the test now required for Supervisor Level Certification. The idea was to have one test for both CNHA and Supervisor. It was stated that the DRA is willing to work with the NHAAO on updating the exam. Rosann asked Sam Greene if he would approach Director James Gerry regarding this.

Tom Hughes stated that he has asked to test for the CNHA for some time and is frustrated by the process.

Communications: Dave McMullen – Dave stated that the message board/forum that is on the NHAAO website has not been used in 3 years and asked whether we should keep it going. **Scott Bartlett made a motion to remove the message board from the website, seconded by Dan Langille. President Rice called for a vote 12-0-0 in favor.**

Conference: Kris McAllister – No Report.

Education: Verna Sharpe –Verna stated now that live on-line classes are approved for continuing and qualifying education the Membership Directory and website needs to be updated to reflect this. Page 84 of the booklet needs to have the line with the asterisk removed.

Verna stated the NHAAO is offering state statute courses with lower fees since they are live on-line. State Statutes I will be offered September 21 – 24, State Statute II November 2 – 5 (deadline 10/19), State Statute Update December 9th (deadline 11/23). Live on-line IAAO classes include IAAO 311-Real Property Modeling Concepts October 19 – 23 (only 6 signed up so far), Course 101-Fundamentals of Real Property Appraisal November 30 – December 4 (deadline 11/6), Power BI November 9 & 10 (deadline 11/2), IAAO Course 102 Income Approach to Valuation Feb 2 – 5 (deadline 1/8/21), IAAO Workshop 452 Fundamentals of Assessment Ratio Studies Feb 15 – 17 (deadline 1/22). All courses are live on-line and instructed by David Cornell.

Verna stated those that had registered for courses that were cancelled do not have to re-register.

Elections: Mark Stetson – Mark stated that ballots were mailed out last week.

Ethics: Rick Vincent – No Report

Finance: Marti Noel – No Report.

Legislative: Jim Michaud – Jim stated as of today new LSR's can be filed. Also, he was contacted by the NHMA as to whether we want to continue our legislative consulting agreement with them for 2021. Jim said the committee is recommending that we continue the relationship. **Scott Bartlett made a motion to renew the \$2,500 contract for consulting services with the NHMA for 2021, seconded by Mark Stetson. President Rice called for a vote, 12-0-0 in favor.**

Membership: Emily Goldstein – No report.

Nominating: Dan Langille – Dan will send out an email via listserv asking for nominations for the Lawton Chandler and Assessing Staff Member of the Year awards.

Publicity: Beth Charlebois – Bill Ingalls stated that a digital copy of the booklet is available and has been sent to members via listserv. He requested any changes for the 2021 calendar be sent to him by the end of January 2021.

Scholarship: Lee Ann Provencher – Lee Ann reported that the golf tournament was held on August 24th and included 8 teams with George Hildum's group coming in first place. Lee Ann thanked Vision Appraisal and Jeff Earls for their generous donations to the tournament. Lee Ann congratulated Ryan Gagne, Bob's son, for winning the putting contest. She said it was the first time since holding the event that someone actually sunk the long distance putt! She reported that \$1,450 was raised.

Also, Lee Ann said that the cash calendars are available for sale. They are \$10 each and can be purchased from anyone on the committee. The winners will be drawn each day in the month of October and will be posted via listserve daily and updated on the website weekly.

President Rice commended Lee Ann and the committee on a job well done.

VIII. Other Reports from Boards and Departments:

NRAAO: NRAAO Representative Rick Brideau – Bill Ingalls reported that he attended the virtual IAAO conference and came away with many ideas for the NRAAO conference next year. He stated that courses were pre-recorded with the instructors available at the end for live questioning and it appeared to work well. He reminded everyone that we are hosting the NRAAO conference in May of 2021 and stated he is looking into different formats but it will be mostly virtual.

Jim Michaud asked that if the education sessions are pre-recorded would they qualify for continuing education credits by the DRA for recertification. It is an issue that will have to be looked into and addressed.

Information regarding the NRAAO can be found at their website: www.nraao.org.

IAAO: IAAO Representative Kathy Temchack/Rick Brideau – No Report.

For information visit the IAAO website at www.iaao.org

ASB: ASB Representative Dave Marazoff – Bob Gagne reviewed the meeting schedule for the full board as well as those for subcommittees. He will send information out via listserve or those interested can visit the ASB page on the DRA website.

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

CUB: Norm Bernaiche – Norm reported that the Forestry Subcommittee will discuss rates at their virtual meeting on September 11th. There will be a virtual full board meeting at 1 pm on September 18th. Jim Michaud asked if the current use formula will be made public as has been discussed. Norm said that it is ultimately the DRA's decision and they are discussing this with the DRA. Under DRA comments Sam Greene stated that the DRA is supportive of making the formula public.

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

BTLA: Tom Hughes – Tom reported that the Board will be setting up web hearings via Microsoft Teams soon. Also, Tom stated that Wifi has been added to the first floor of the building so that people can have web access. Tom was asked if he knew what the 2019 appeals load looked like and Tom did not have the final numbers at this point.

BTLA website - www.nh.gov/btla/

DRA: Director James Gerry – Sam Greene was asked if “canned” IAAO webinars would count towards continuing education. Sam stated that they would for recertification but not for qualifying education.

Also. Sam reported that East District Supervisor Adam Denoncourt will be temporarily transferred to other duties within the department so Sam will serve as the temporary East District Supervisor.

Adjournment: There being no further business before the Association Board of Directors, President Rice asked for a motion to adjourn the meeting; no objection, 12-0-0, unanimous in favor, the meeting adjourned at 11:23 am.

The next scheduled meeting will be held on **October 13, 2020**.

Respectfully Submitted:

James Commerford, CNHA

James Commerford, CNHA, Secretary (Meredith

APPROVED

**NHAAO Board of Directors Business Meeting
Agenda**

September 8, 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 August 2020

IV. **Treasurer's Report** – Approve Reports for August 2020

V. **Old Business**

1) Certification Committee –

- a. Definition of “Retired Status” is defined by Certification Committee but is not in the Procedural Rules or By-laws. Should we keep this status and update the bylaws and procedural rules or eliminate retired status altogether?
- b. CNHA Exam – Should we update the exam?
Where to hold exam? – Sam Greene
Will we hold a review class?

2) DRA –

- a. Recertification Extensions – Will the DRA grant extensions due to COVID-19 and inability to take required courses for recertification.

3) Nominating Committee

- a. Feedback regarding how NHA AO should handle awards.

VI. **New Business**

VII. **Roundtable Updates with Committee Chairs**

VIII. **Adjournment**

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

NH BOARD OF DIRECTORS ATTENDANCE SHEET 2020

OFFICERS

MEETING DATE: _____

President	<input checked="" type="checkbox"/> Jim Rice, Durham
1st Vice President	<input checked="" type="checkbox"/> Marti Noel, Milford
2 nd 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	_____ Doug Irvine, Bedford
Region 2-Carroll & Belknap	<input checked="" type="checkbox"/> Todd Haywood, Greenland
Region 3-Merrimack & Sullivan	<input checked="" type="checkbox"/> Norm Bernaiche, Sunapee
Region 4-Hillsborough & Cheshire	<input checked="" type="checkbox"/> Jim Michaud, Hudson
Region 5-Rockingham & Strafford	_____ Rick Brideau, Londonderry

COUNTY DIRECTORS

BELKNAP _____ Deb Derrick

HILLSBOROUGH _____ Chuck Kurfehs

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.

NH ASSOCIATION OF ASSESSING OFFICIALS

Income and Expense Statement

September 8, 2020

OFFICERS	<u>Actual Income</u>	<u>BUDGETED INCOME</u>	<u>Actual Expenses</u>	<u>BUDGETED EXPENSES</u>
President	0.00	0.00	\$0.00	1,500.00
Secretary	0.00	0.00	22.00	100.00
Treasurer	8,600.00	8,500.00	1,215.97	2,032.00
TOTAL OFFICERS	8,600.00	\$8,500.00	1,237.97	\$3,632.00
COMMITTEES				
By-Laws	0.00	0.00	0.00	25.00
Certification	0.00	300.00	0.00	300.00
Communications	0.00	0.00	356.25	450.00
Conference	500.00	8,200.00	590.74	8,200.00
Education	7,890.00	40,000.00	2,615.00	40,000.00
Elections	0.00	0.00	279.98	500.00
Ethics	0.00	0.00	31.35	350.00
Finance	0.00	0.00	1,439.00	1,409.00
Legislative	0.00	0.00	1,875.00	2,500.00
Membership	0.00	0.00	0.00	280.00
Nominating	0.00	0.00	12.50	450.00
Publicity	1,625.00	2,250.00	0.00	2,800.00
Scholarship	4,990.00	4,500.00	1,875.00	4,100.00
<i>(NRAAO Account)</i>		<i>0.00</i>		
<i>(Steve Tellier Scholarship Fund-1,990.00)</i>		<i>1,510.00</i>		
NRAAO Conference	0.00	0.00	3,000.00	3,000.00
TOTAL COMMITTEES	\$15,005.00	\$55,250.00	\$12,074.82	\$64,364.00
TOTAL BUDGET	\$23,605.00	\$63,750.00	\$13,312.79	\$67,996.00
Steve Tellier Scholarship Fund	Starting Balance	Income	Expense	Current Bal
	4,805.00	4,990.00	1,875.00	\$7,920.00

/s/ Scott W Bartlett
Scott W. Bartlett, Treasurer

9/8/2020
Date

NH ASSOCIATION OF ASSESSING OFFICIALS

Treasurer's Report

September 8, 2020

Beginning Balance August 11, 2020			\$38,700.48
Steve Tellier Fund			\$5,280.00
NHAAO Account			\$33,420.48
INCOME			
	Treasurer	Dues	\$90.00
	Scholarship	Steve Tellier Scholarship	\$650.00
	Scholarship	Deposit to STSF	\$540.00
	Scholarship	Deposit to STSF-Golf	\$1,450.00
Total Income			\$2,730.00
EXPENSES			
	Ethics	Stamp	\$1.80
	Communications	Web Hosting	\$179.40
	Elections	Envelopes & Ballots	\$279.98
	Education	Instructor Fee	\$1,500.00
	Treasurer	Storage Unit	\$297.00
Total Expenses			\$2,258.18
Ending Balance September 8, 2020			\$39,172.30
Steve Tellier Fund			\$7,920.00
NHAAO Account			\$31,252.30