

MINUTES OF THE ASSESSING  
STANDARDS BOARD  
**Equalization Subcommittee**

**Approved as Written**

**DATE:** January 31, 2014

**TIME:** 8:45 a.m.

**LOCATION:** Department of Revenue, Training Room, 109 Pleasant Street Concord

**COMMITTEE MEMBERS:**

Stephan Hamilton, NHDRA  
Joseph Lessard, NHA AO, Towns >3,000  
Betsey Patten, Public Member

Robert J. Gagne, NHA AO, City, Vice-Chairman  
Todd Haywood, NHA AO, Towns <3,000

**MEMBERS of the PUBLIC:**

Linda Kennedy, NHDRA

Jim Michaud, Hudson

Chairman Haywood convened the subcommittee meeting at 8:41 a.m.

**Equalization Manual**

Mr. Michaud asked for clarification pertaining to how the DRA determines whether to use the prior year assessment versus the current year assessment during the ratio study process and what is considered a valid reason to change an assessment versus sales chasing.

Mr. Michaud explained his interpretation of the information in the manual as: A town that elects to utilize a cyclical measure and list process may correct data on a sale property after it sold and that adjusted (current year) assessment is used. However, for a town that does not elect to utilize the cyclical measure and list process but has verified building permits and sale properties, the prior year assessment is used not the corrected assessment because it would be considered sales chasing.

Mr. Hamilton stated it is important to understand whether or not there was a valid reason for the change in the assessment. That is the key, to find the level of assessment for all of the properties in the community not just the properties that sold.

Mr. Gagne explained in those two scenarios presented by Mr. Michaud, two different measures are being taken and should be treated differently. The results of both are used to calculate the equalized value of the entire community. Within the cyclical measure and list process and the sales verification, changes are made to the assessments and the new values are used because that is what reflects the rest of the properties within the specified cycle; you are changing unsold properties as well. On the other hand, if no cyclical process is used and only sold properties are changed; those mistakes would not have been found otherwise. Those represent a percentage of the population of parcels that you did not find because they did not sell and therefore it is appropriate to use the prior year assessment.

Mr. Michaud suggested the non-cyclical communities may not know the results of using the different assessments. It may help to show a sample comparison of a community utilizing a cyclical measure and list process versus a community that does not to illustrate the difference.

Mr. Gagne ***motioned to recommend the Equalization Manual as written to the full ASB.*** Ms. Patten ***seconded the motion.*** No further discussion. Chairman Haywood called the motion. ***All approved.***

Chairman Haywood adjourned the subcommittee meeting at 9:00 a.m.

Respectfully Submitted, Stephanie Derosier  
NH Department of Revenue Administration – Municipal and Property Division

Documentation relative to the Assessing Standards Board may be submitted, requested or reviewed by:

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