

MINUTES OF THE
ASSESSING STANDARDS BOARD
RULES SUB-COMMITTEE

Approved as Written

DATE: August 29, 2016

TIME: 9:00 a.m.

LOCATION: NH Dept. of Revenue, 109 Pleasant Street, Concord, NH.

COMMITTEE MEMBERS:

Loren Martin, Chairman ~ *Absent*
Robert Gagne
Betsey Patten
Stephan Hamilton, DRA

Mary Pinkham-Langer, DRA
Len Gerzon
Marti Noel
Todd Haywood

MEMBERS OF THE PUBLIC:

John McSorley

Approval of Minutes:

Ms. Marti Noel opened the meeting. Mr. Todd Haywood moved to accept the minutes of July 22, 2016. Mr. Bob Gagne seconded. Minutes approved as written.

Proposed Changes

Ms. Pinkham-Langer explained changes made, as requested, including training of the measurer and lister, 303.02 (f) and the assessor assistant under 303.04. Mr. Todd Haywood brought up his concern regarding the 2 years of training for the measurer and lister. Ms. Noel explained the change that Ms. Pinkham-Langer added to page 4 of the measurer and lister as agreed upon. Mr. Haywood was in agreement with the changes. Mr. Bob Gagne suggested some wording changes. Mr. Steve Hamilton voiced some suggestions on education topic, trade off of experience etc. Mr. Haywood concurred with the suggestions. A lengthy discussion followed regarding 6 months for the 101 and the State Statutes, on-line courses, mini courses, continuing education etc. Ms. Pinkham-Langer advised that "on-line course" is defined under 301.38 - would need to be addressed in 305.01 (e).

The meeting then moved on to "property assessor assistant" and knowledge of the duties - 304.02, basic knowledge and understanding of applicable NH property assessing statutes, appraisal practice ethics and administrative rule Asb 300 and Rev. 600. Mr. Hamilton spoke of protections being in place for the certification process, false statements for qualifications, reading rules and knowing where to find them etc. Ms. Noel liked the idea of leaving "basic knowledge" in as long as the DRA had a "check box" and it was not overly burdensome (what the basic knowledge means). Ms. Pinkham-Langer referred to "types of misconduct" under 307.02 (b).

Ms. Pinkham-Langer continued with 304.02 (1) and explained changes. She discussed assessment work, appraisal work, making adjustments and wording for them. Mr. Haywood commented on three years of experience, one year in mass appraisal revaluation experience – he felt quantification was needed. Ms. Noel invited Mr. John McSorley to volunteer anything he may want to add at any time during the meeting.

Ms. Pinkham-Langer next spoke on 303.05 (a) – not much of a change. She then referred to "previous draft" and talked of three years of experience in various types of real estate, one year of revaluation experience and explained additions. Mr. McSorley agreed with Ms. Pinkham-Langer and that he and Ms. Pinkham-Langer were "fast track folks" when they started. A discussion followed on the data collection manual – developing and/or maintenance and the wording. Mr. Gagne commented on (1,000) hours, 6 months etc. Mr. Gagne had concerns on #4 of "Mary's previous draft..." and commented on "supervision" instead of "tutelage". Mr. Haywood

commented on revaluation and the timing etc. Ms. Pinkham-Langer quoted 301.45. The discussion then touched on going before the BTLA for experience and the difficulty etc. Mr. Haywood asked about how “detail” would be quantified. A discussion followed regarding a “sample log” of various duties, times etc. Ms. Noel asked Mr. Hamilton if it would be possible to put a sample log on the DRA’s website. Mr. Hamilton did not think that would be a problem. Ms. Pinkham-Langer then went over 304.03 and its changes in duties etc. Mr. Gagne asked for clarification about 1000 hours under a supervisor. A brief discussion came up about attesting the qualifications of measurers & listers or property assessor assistants etc. Ms. Pinkham-Langer then moved to the next topic (b) regarding not adjusting the cost, land etc. Mr. John McSorley asked how (b) applied to a municipal office that may not have a supervisor doing their assessing work. An explanation followed about not changing tables etc. Mr. Hamilton also spoke of field review; final comprehensive field review was discussed. Ms. Pinkham-Langer quoted from the 600 rules. Superior Court mediation was then gone over. A long discussion followed regarding 3 years plus 1, assessor and assessor supervisor, their requirements, years of experience etc. Ms. Noel voiced her concern of the requirement to train people in order to be supervisor. Mr. McSorley commented that when this started years ago, the focus was more on companies; individuals may not have the wherewithal to go through all these steps. Mr. Gagne asked about numbering etc. It was decided this would be addressed in the next meeting.

Respectfully submitted,

Elizabeth McGill
NH Department of Revenue Administration – Municipal and Property Division

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

Telephone: (603) 230-5967
Facsimile: (603) 230-5947
Web: www.revenue.nh.gov
E-mail: asb@dra.nh.gov

In person at:
109 Pleasant Street, Concord, NH
In writing to:
NH Department of Revenue
Assessing Standards Board
PO Box 487
Concord, NH 03302-0487