



State of New Hampshire Department of Revenue Administration

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MUNICIPAL AND PROPERTY
DIVISION
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July 8, 2013

Town of Center Harbor
Board of Selectmen
36 Main Street
PO Box 140
Center Harbor, NH 03226

RE: 2012 Assessment Review ~ REVISED

Honorable Members of the Board of Center Harbor:

The New Hampshire Department of Revenue Administration has completed its review based on the six assessment areas specifically identified in RSA 21-J:11-a and RSA 21-J:14-b I. (c).

They are:

- A. Level of assessments and uniformity of assessments are within acceptable ranges as recommended by the Assessing Standards Board by considering, where appropriate, an assessment-to-sales-ratio study conducted by the Department for the municipality;
- B. Assessment practices substantially comply with applicable statutes and rules;
- C. Exemption and credit procedures substantially comply with applicable statutes and rules;
- D. Assessments are based on reasonably accurate data;
- E. Assessments of various types of properties are reasonably proportional to other types of properties within the municipality; and,
- F. For all revaluations including full revaluations, partial revaluations, cyclical revaluations and statistical updates conducted on or after the April 1, 2006 assessment year by either an independent contractor or an in-house assessor, a report based on the most recent edition of the Uniform Standards of Professional Appraisal Practice (USPAP) Standard 6 shall be produced.

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.

In accordance with RSA 21-J:11-a, II, the Department shall report its findings to the Assessing Standards Board and the municipality.

We are pleased to report that you have met most of the above guidelines as recommended by the Assessing Standards Board (ASB), with the exception of the following:

Item B. 4.a-c Current Use: The current use procedures still need some work in order to comply with applicable statutes and rules. A large number of samples did not comply with CUB 304 (matrix) value ranges as they were missing from file. Several samples lacked the supporting documentation for stewardship. Several applications requested a recreational adjustment, but not applied in their assessment. Attached please find the Departments' worksheets indicating areas that should be addressed.

Item B. 4.d Land Use Change Tax: The Land Use Change tax procedures still need some work in order to comply with applicable statutes and rules. The Town needs to utilize the A-5W Form when submitting the tax warrant to the Tax Collector, not the back of the Form A-5. The Department recommends the town request adequate documentation from the assessor for the assigned market value. Attached please find the Departments' worksheets indicating areas that should be addressed.

Item C.2&3 Religious, Educational and Charitable Exemption: The procedures still need some work in order to comply with applicable statutes and rules. Taxpayers requesting this exemption need to file annually. The A-9 application is due to the Town by April 15th and charitable organizations need to file the A-12 financial statement by June 15th. Attached please find the Departments' worksheets indicating areas that should be addressed.

The Department has assisted many communities in areas that needed attention. Please feel free to call us anytime and we would be more than willing to assist in any way we can.

Prior to release of this report to the ASB you have an opportunity to respond to any DRA recommendations made. Your response should be made within 30 days of the date of this letter. Shortly, we will be in contact to schedule a meeting to review this report and help with any questions you may have.

Special thanks to those staff members assisting with information retrieval as well as working in an understanding and cooperative manner.

I would like to take this opportunity to remind you that pursuant to RSA75: 8-a Five-Year Valuation as well as Part 2 [Art.] 6. [Valuation and Taxation.] of the State Constitution your next town-wide reappraisal must be completed no later than 2017.

If you have any questions, feel free to contact me.

Sincerely,



Stephan W. Hamilton, Director
Property Appraisal Division

cc: file