



State of New Hampshire Department of Revenue Administration

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MUNICIPAL AND PROPERTY
DIVISION
Stephan W. Hamilton
Director

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March 21, 2014

Town of Bethlehem
Board of Selectmen
PO Box 189
Bethlehem, NH 03574

RE: 2013 Assessment Review

Honorable Members of the Board,

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.

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

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.

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

Item B.4a-c: Current Use. Several applicants requested the 20% recreational discount which is not being applied to the property. Current Use maps need identify land in current use and out of current use. The town is working on bringing the files in to compliance with applicable statutes and rules. Attached please find the Departments' worksheets indicating areas that should be addressed.

Item C.1a: Credits. The town should do a periodic review to ensure the applicant still qualifies for the credit. The town should request the veteran discharge paperwork and verify the applicant complies with applicable statutes and rules. Attached please find the Departments' worksheets indicating areas that should be addressed.

Item C.2&3: Religious, Educational, Charitable exemptions. Religious, educational and charitable entities are required to file BTLA A-9 Forms by April 15th of each year. Additionally, charitable entities are required to file BTLA A-12 financial paperwork by June 1st of each year. The town may want to send out reminders of filing requirements to those receiving the exemption. Attached please find the Departments' worksheets indicating areas that should be addressed.

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. We will be in contact with you to schedule a meeting to review this report. We are available to provide assistance to you in any areas not met, if needed.

We would like to thank the staff members who assisted 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 2018.

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

Sincerely,



Stephan W. Hamilton, Director
Municipal and Property Division

cc: Assessing Standards Board
file