State of New Hampshire
Department of Revenue Administration

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John T. Beardmore
Commissioner

MUNICIPAL AND PROPERTY DIVISION
Stephan W. Hamilton
Director

David M. Cornell
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March 30, 2016

Town of Milan
Board of Selectmen
PO Box 300
Milan, NH 03588

RE: 2015 Assessment Review

Honorable Members of the Board of Selectmen:

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.

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.4 a-c – Current Use. Tax maps should be reviewed for adequate delineation of current use vs. non-current use lands; and delineation of current use categories. Files should be reviewed to be sure they contain original application paperwork. Recreational discounts should be applied in the CAMA system in accordance with documentation found in current use files. Assessed values are not complying with CUB 304 matrix value ranges. The department recommends the town review all current use files and bring them into compliance. Attached, please find the Department's worksheets indicating areas that should be addressed.

Item B.4 d Land Use Change Tax. The Board of Selectmen do not issue warrants for Land Use Change Tax. The town is using the Form A-5 which is the LUCT not a warrant. It is recommended the town use the Form A-5W to comply with Current Use Laws and statutes. Attached, please find the Department's worksheets indicating areas that should be addressed.

Item C.1 a – Credits. Applicants who have property in a trust have not filed the PA-33 Form and two of the sample applicants do not appear to have received the appropriate medals required in RSA 72:28. The town should review all applicants to ensure they comply with the state statutes. Attached, please find worksheets indicating the Department's findings.

Item C.1 b – Exemptions. Applicants who have property in a trust have not filed the PA-33 Form. One property was deeded to a family member and no longer qualifies for the exemption. The town should review all applicants to ensure they comply with the state statutes. Attached, please find worksheets indicating the Department's findings.

Item C.2 – Religious, Educational and Charitable Exemptions. One of the samples (charitable property) did not file a BTLA Form A-9; but did file the BTLA Form A-12 (Financial Statement). It is recommended the town receive BTLA Form A-9's on an annual basis per RSA 72:23III, IV and V. The BTLA Form A-12 shall be filed for all Charitable entities before June 1 per RSA 72:23 VI.

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 2020.

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

Sincerely,

Stephan W. Hamilton, Director
Municipal and Property Division

cc: Assessing Standards Board
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