State of New Hampshire
Department of Revenue Administration

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MUNICIPAL AND PROPERTY DIVISION
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July 13, 2018

Town of Richmond
ATTN: Board of Selectmen
105 Old Homestead Highway
Richmond, NH 03470-

RE: 2017 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 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 have met most of the above standards adopted by the Assessing Standards Board (ASB), with the exception of the following:

Item III.B.4.a+b Current Use. The town is missing applications, adequate maps indicating land in current use and not in current use and forest stewardship documentation. The town should review current use files to ensure they comply with state laws and Cub rules. Attached please find the Department's worksheets indicating areas that should be addressed.

Item III,C.1.b Exemptions. The town is missing applications and related documentation for most exempt entity filings. No apparent file review has occurred within the past 5 years.

Item III,C.1.a Credits. The town is missing some applications, approvals, and PA-33 documentation. No apparent file review has occurred within the past 5 years.

Item III,C.2+3 Religious, Educational, Charitable Exemptions. For one charitable entity with multiple parcels BTLA A-9 and A-12 forms were not on file for the 2017 year. The town should review all exempt entity filings annually.

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 RSA 75:8-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 2022.

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

Sincerely,

Stephan W. Hamilton, Director
Municipal and Property Division

cc: Assessing Standards Board
File