Assessing Standards Board
Manual Subcommittee Meeting

Approved as written

DATE: July 12, 2018 TIME: 2:00 p.m.

LOCATION: Department of Revenue Administration, Conference 334 Room, 109 Pleasant Street, Concord

SUBCOMMITTEE MEMBERS in ATTENDANCE
Len Gerzon, Chair, Laura Davies, Joe Lessard, Tom Hughes, Betsey Patten

MEMBERS of the PUBLIC
Emalie Colburn, GES
Natasha Latona, Devine Millimet

Chairman Gerzon convened the meeting at 2:05 p.m.

Introductions of the subcommittee members followed.

Minutes

Before the minutes were voted on, Chair Gerzon reported the issue brought forth by Mr. Haas at the last meeting relating to the education funding issue and relative Londonderry court case, has been resolved.

Ms. Lessard motioned to accept the minutes of the June 15, 2018, meeting as written; Mr. Hughes seconded the motion. No discussion. Chair Gerzon called the motion to accept the minutes of the June 15, 2018, meeting as written. Motion passed unanimously.

Technical Information Releases (TIR)

Chair Gerzon distributed a synopsis of the TIRs discussed at the last meeting with RSA references and brief explanations of the changes. He explained the next assignment will be to insert the legislative changes and brief explanations into the manual. He proposed each member work on one year, with Mr. Hughes to work on two years including 2018, when the information becomes available.

Once all of the changes have been drafted into the manual, the committee will meet to review each section. Some of the draft material submitted for review was distributed to the committee members. The majority of changes to the manual are legislative and rulemaking driven. Ms. Patten reported there is rulemaking in process by the ASB for emergency NCIC checks for the security of a measurer and lister as well as clarifications and changes to the Asb 300 rules to make them compatible with the Rev 600 rules. Once the process is complete, the ASB will provide the adopted rules to the manual subcommittee for applicable revisions to the manual.

Some ideas were put forth for additions to the manual to provide clarification and improved references including an RSA and rulemaking commentary for each section; a section for TIRs and continued use of hyperlinks within the on-line PDF report to specific references. It was suggested RSA references be used as often as possible and the explanations short and clear.
The assignments for the TIRS are as follows: 2013 Mr. Lessard; 2014 Chair Gerzon; 2015 and 2018 Mr. Hughes; 2016 Ms. Patten and 2017 Ms. Davies. The members will bring the drafts to the next meeting for review. Chair Gerzon added he will update the introduction, foreword and preface.

Next Meeting

Wednesday, August 8, 2018, at 2:00 p.m.

- Begin review and edit of draft changes in manual

Wednesday, August 22, 2018, at 2:00 p.m. at DRA.

Mr. Gerzon adjourned the meeting at 2:58 p.m.

Respectfully submitted,

Stephanie Derosier
Municipal and Property Division
NH Department of Revenue Administration

All meetings are recorded and are available upon request.

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

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