

Assessing Standards Board  
Regular Board Meeting

**Approved as written**

**DATE:** February 19, 2021

**TIME:** 9:30 a.m.

**LOCATION:** Remote Meeting through WebEx

**BOARD MEMBERS**

(E) Excused absence

Senator James Gray	Paul Brown, Municipal Official, Towns >3,000
Senator Kevin Cavanaugh (E)	Sherman Hallock, Municipal Official, <3,000
Representative Peter Schmidt (E)	David Marazoff, NHAAO, At-Large Member
Representative Tony Piemonte	Loren Martin, NHAAO, Towns, <3,000
Betsey Patten, Public Member, Chair	Joe Lessard, NHAAO, Towns >3,000
Robert Gagne, NHAAO, City Official	Vacant, Public Member
James Gerry, NHDRA	Thomas Thomson, Public Member (E)
Jim Wheeler, Municipal Official, City	

**MEMBERS of the PUBLIC**

Linda Kennedy	Peter Roth	Rosann Lentz
Sue Golden	Jim Menihane	Charelle Lucas
Sam Greene	Len Gerzon	Kris McAllister

Chair Patten convened the meeting at 9:00 a.m. and welcomed those in attendance.

**Minutes**

Mr. Gagne *motioned to accept the minutes of the January 22, 2021, regular board meeting*; Mr. Gerry *seconded the motion*. No discussion. Chair Patten called the motion.

**Vote by Roll Call:** Chair Patten, Yes; Mr. Gagne, Yes; Representative Piemonte, Yes; Mr. Marazoff, Yes; Mr. Wheeler, Yes; Mr. Gerry, Yes; Mr. Lessard, Yes; Ms. Martin, Yes; Selectman Hallock, Yes; Mr. Brown, Yes. *Motion to approve the minutes of the January 22, 2021, regular board meeting, as written, passed unanimously.*

Mr. Lessard *motioned to accept the minutes of February 17, 2021 Rules subcommittee meeting*; Ms. Patten *seconded the motion*. No discussion. Ms. Martin called the motion.

**Vote by Roll Call:** Mr. Lessard, Yes; Ms. Patten, Yes; Mr. Marazoff, Yes; Ms. Martin, Yes. *Motion to approve the minutes of the February 17, 2021, Rules subcommittee meeting, as written, passed unanimously.*

## Subcommittee Update

Correspondence was received from Mr. Mike Tarello, requesting a rule change to allow a DRA-certified property assessor to supervise a field review which is currently only allowed in rules to be performed by a DRA-certified property assessor supervisor. Due to timing and the work completed with the current proposed rules, the subcommittee agreed, as this would be a new discussion, to have it at a future meeting.

The other suggestion related to allowing conditional approval for an individual from out-of-state holding a designation similar to a CNHA or having identical experience required in the rules; specifically, assessors and assessor supervisors. This was discussed later in the meeting with the proposed change.

Ms. Martin had brought forth the idea to include “self-study” courses, for the same reasons on-line courses were requested to be allowed for qualifying education. This idea had been brought forth several years ago but due to concern about the lack of oversight of the exams, it was not approved. Currently, other organizations allow self-study for specific courses such as the IAAO, and the tests are monitored either in-person or on-line. The subcommittee proposes to add the following rule changes:

Asb 301.46 “Requirements of a course” to obtain certification by the DRA means successful completion of a classroom, ~~[or]~~ live on-line or self-study course, which is determined by the DRA to meet the educational criteria, offered by qualified entities.

**Asb 301.52 “Self-study” means an approved on-line course that allows for testing in-person or proctored by an electronic monitoring service.**

Discussion followed including differing opinions and experiences and concern about allowing self-study courses for qualifying education. Some felt qualifying education needed to be provided by an instructor through a course to gain insight from the instructor and others taking the course. Others felt this was another way for people, including those geographically challenged, to take courses they may not otherwise be able to take. Ms. Martin added that the subcommittee felt this should be reviewed once restrictions caused by COVID have lessened to discuss modifying language to better structure which classes would be allowed or maybe a percentage of classes.

Mr. Lessard *motioned to accept the change to Asb 301.46 to read*, “Requirements of a course” to obtain certification by the DRA means successful completion of a classroom, ~~[or]~~ live on-line or self-study course, which is determined by the DRA to meet the educational criteria, offered by qualified entities.” Ms. Martin *seconded the motion*. Chair Patten called the motion.

**Vote by Roll Call:** Chair Patten, Yes; Mr. Gagne, No; Representative Piemonte, Yes; Mr. Marazoff, Yes; Mr. Wheeler, Yes; Mr. Gerry, Yes; Mr. Lessard, Yes; Ms. Martin, Yes; Selectman Hallock, No; Mr. Brown, Yes. *Motion passed with majority vote of 8-2.*

Mr. Lessard *motioned to accept the addition of the following definition: Asb 301.52 “Self-study” means an approved on-line course that allows for testing in-person or proctored by an electronic monitoring service.* Ms. Martin *seconded the motion*. No further discussion. Chair Patten called the motion.

**Vote by Roll Call:** Chair Patten, Yes; Mr. Gagne, Yes; Representative Piemonte, Yes; Mr. Marazoff, Yes; Mr. Wheeler, Yes; Mr. Gerry, Yes; Mr. Lessard, Yes; Ms. Martin, Yes; Selectman Hallock, Yes; Mr. Brown, Yes. ***Motion passed unanimously.***

A discussion to clarify which courses should be allowed to be completed by self-study, qualifying and/or continuing, was added as the first item on the task list.

Mr. Gagne ***motioned to accept the following corrected rule reference in Asb 303.02 (d) from 303.03 to 303.03 (a)(1):***

Asb 303.02 (d) Upon the completion of the [80] 160 hours of supervised field training pursuant to Asb 303.03 (a)(1), the trainee shall immediately request to be certified as a DRA-certified building measurer and lister pursuant to Asb 306.01. Ms. Martin ***seconded the motion.*** No discussion. Chair Patten called the motion.

**Vote by Roll Call:** Chair Patten, Yes; Mr. Gagne, Yes; Representative Piemonte, Yes; Mr. Marazoff, Yes; Mr. Wheeler, Yes; Mr. Gerry, Yes; Mr. Lessard, Yes; Ms. Martin, Yes; Selectman Hallock, Yes; Mr. Brown, Yes. ***Motion passed unanimously.***

Mr. Gagne ***motioned to accept the change in Asb 303.04 (a)(2), below;*** Mr. Lessard ***seconded the motion:***

Asb 303.04 Requirements to be a DRA-Certified Property Assessor Assistant. A person requesting certification under this section shall meet either of the following:

- (a) The requirements to be a DRA-certified property assessor assistant shall be:
  - (1) All of the requirements for a DRA-certified building measurer and lister, specified in Asb 303.03;
  - (2) ***Signed*** ~~Documentation~~ documentation of successful completion, of International Association of Assessing Officers (IAAO) Course 101, or the equivalent requirements of a course focusing on the basic functions of the appraisal process and appraisal theories, offered by, but not limited to, those entities listed in Asb 301.05 (a);

No further discussion. Chair Patten called the motion.

**Vote by Roll Call:** Chair Patten, Yes; Mr. Gagne, Yes; Representative Piemonte, Yes; Mr. Marazoff, Yes; Mr. Wheeler, Yes; Mr. Gerry, Yes; Mr. Lessard, Yes; Ms. Martin, Yes; Selectman Hallock, Yes; Mr. Brown, Yes. ***Motion passed unanimously.***

Ms. Martin ***motioned to accept the addition of the term self-study to Asb 305.01 (e), as shown:***

Asb 305.01 (e) On-line ***or self-study*** course(s) shall qualify as continuing education credits.”

Mr. Gagne ***seconded the motion.*** No further discussion. Chair Patten called the motion.

**Vote by Roll Call:** Chair Patten, Yes; Mr. Gagne, Yes; Representative Piemonte, Yes; Mr. Marazoff, Yes; Mr. Wheeler, Yes; Mr. Gerry, Yes; Mr. Lessard, Yes; Ms. Martin, Yes; Selectman Hallock, Yes; Mr. Brown, Yes; Senator Gray, Yes. ***Motion passed unanimously.***

Ms. Martin explained the next change was prompted by the correspondence submitted by Mr. Tarello to allow a temporary certification period for individuals having a similar designation and/or the required experience but lacking the education, particularly state statutes and/or USPAP. Also added was a time period of one year for the conditional approval.

Mr. Lessard *motioned to accept the following changes in Asb 306.01 (d) and (e)*; Mr. Gagne *seconded the motion*.

Asb 306.01 Requesting Certification or Recertification.

(d) Any person from out-of- state ~~[requesting and]~~ having an equivalent designation [qualifying for certification] as a DRA-certified assessor excluding completion of NH state statutes part 1 and 2 and USPAP shall:

(e) Any person from out-of-state ~~[requesting and]~~ having an equivalent designation [qualifying for certification] as a DRA-certified assessor supervisor excluding completion of NH state statutes part 1 and 2 and USPAP shall:

Mr. Gagne stated the proposed rule is clear the conditional approval may be granted for not having state statutes and USPAP; he asked if this change would also be in lieu of having to pass the exam for the supervisor level. Ms. Martin responded that is why “equivalent designation” was added. If someone holds a similar designation to the CNHA, they would have had to have passed a comprehensive exam to get that so that requirement was not added for a supervisor. No further discussion. Chair Patten called the motion.

**Vote by Roll Call:** Chair Patten, Yes; Mr. Gagne, Yes; Representative Piemonte, Yes; Mr. Marazoff, Yes; Mr. Wheeler, Yes; Mr. Gerry, Yes; Mr. Lessard, Yes; Ms. Martin, Yes; Selectman Hallock, Yes; Mr. Brown, Yes; Senator Gray, Yes. *Motion passed unanimously.*

Ms. Martin motioned to accept the change to Asb 306.01 (f)(2)(a) by adding ***1. The conditional approval will be for one year starting from the date of the approval; or, below***; Mr. Marazoff *seconded the motion*.

Asb 306.01 Requesting Certification or Recertification.

(f) The DRA shall:

(1) Review the documentation provided;

(2) Notify the person within 30 days of receipt of the request that:

a. A conditional approval has been granted to complete the education requirement and expiration date:[ ~~or~~]

***1. The conditional approval will be for one year starting from the date of the approval; or***

No discussion. Chair Patten called the motion.

**Vote by Roll Call:** Chair Patten, Yes; Mr. Gagne, Yes; Representative Piemonte, Yes; Mr. Marazoff, Yes; Mr. Wheeler, Yes; Mr. Gerry, Yes; Mr. Lessard, Yes; Ms. Martin, Yes; Selectman Hallock, Yes; Mr. Brown, Yes; Senator Gray, Yes. *Motion passed unanimously.*

Ms. Martin *motioned to include the rules approved at this meeting in the initial proposal submitted for rulemaking*; Mr. Gagne *seconded the motion*. No discussion. Chair Patten called the motion.

**Vote by Roll Call:** Chair Patten, Yes; Mr. Gagne, Yes; Representative Piemonte, Yes; Mr. Marazoff, Yes; Mr. Wheeler, Yes; Mr. Gerry, Yes; Mr. Lessard, Yes; Ms. Martin, Yes; Selectman Hallock, Yes; Mr. Brown, Yes; Senator Gray, Yes. *Motion passed unanimously.*

Mr. Gagne *motioned to submit as an emergency rule Asb 306.01, (d), (e) and (f), relating to the DRA's authority to grant conditional approval to qualified individuals from out-of-state having equivalent experience and designation to work in the state as an emergency rule*; Ms. Martin *seconded the motion*. No discussion. Chair Patten called the motion.

**Vote by Roll Call:** Chair Patten, Yes; Mr. Gagne, Yes; Representative Piemonte, Yes; Mr. Marazoff, Yes; Mr. Wheeler, Yes; Mr. Gerry, Yes; Mr. Lessard, Yes; Ms. Martin, Yes; Selectman Hallock, Yes; Mr. Brown, Yes; Senator Gray, Yes. *Motion passed unanimously.*

### **Low-Income Housing Tax Credit Subcommittee**

A meeting will be scheduled in the near future.

Chair Patten adjourned the meeting 10:00 a.m. without exception.

### **Next Meeting**

At the call of the Chair.

Respectfully submitted,

Stephanie Martel, ASB Clerk  
Municipal and Property Division  
NH Department of Revenue Administration

All meetings are recorded and available upon request.

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

Telephone: (603) 230-5096  
Facsimile: (603) 230-5947  
Web: [www.revenue.nh.gov](http://www.revenue.nh.gov)  
E-mail: [asb@dra.nh.gov](mailto:asb@dra.nh.gov)

In person at:  
109 Pleasant Street, Concord

In writing to:  
NH Department of Revenue  
Assessing Standards Board  
PO Box 487  
Concord, NH 03302-0487