

**NEW HAMPSHIRE ASSOCIATION OF ASSESSING OFFICIALS  
IAAO AFFILIATE  
BOARD OF DIRECTOR'S MEETING**

**Minutes  
April 10, 2018  
NHMA Center, Concord, NH**

**Education Session: The Warren Group-Understanding and Utilizing Public Data.** Presented by Kevin Bartlett (handout available at end of minutes).

**Call to Order – Acting President Dan Langille.**

**I. Roll Call - A Quorum of Members being present, 14 members present.**

**Communications/Announcements:** None

**II. Secretary's Report:** Jim Commerford asked for a motion to accept the minutes from the February 13, 2018 meeting. **Deb Derrick made a motion to approve the minutes as written, seconded by Scott Bartlett. Acting President Langille called for a vote; 14-0-0 in favor.**

**III. Treasurer's Report:** Treasurer Bartlett sent out a Treasurers Report and Income and Expense Statement dated April 10, 2018. He asked for a motion to approve the Treasurer's Report. **Mark Stetson made a motion to accept the Treasurer's Report as presented, seconded by Marti Noel. Acting President Langille called for a vote, 14-0-0 in favor.**

Also, Scott reported that most of the dues have come in. He asked that in the future those communities or companies that pay for multiple members in one check to please supply a list of members the check is to cover.

**IV. Committee Reports:**

**Regional Directors/County Directors Reports:** No Report.

**By Laws:** Tim Ballantine & Norm Bernaiche – No Report.

**Certification:** Rosann Maurice-Lentz – Norm Pelletier presented Rick Brideau with his 15 year CNHA certificate. Congratulations Rick!

Page 2

NHAAO April 10, 2018 Board Meeting

**Education:** Jim Rice and Verna Sharpe – Verna reported that the committee met this morning and are finalizing the remaining monthly education sessions and working on sessions for the conference. She said that so far course attendance has been great, however, they did have to cancel the Math for Assessors Workshop due to lack of registrations. They have only received 3 registrations for Depreciation Analysis. She stated that the committee may re-look at how they conduct the course poll they send out at the end of the year. State Statute I and the update course is coming up in May. Other courses being offered this year are Advanced Income Approach, Restructuring I&E Workshop, State Statute II and Residential Modeling Applications. The modeling class is a requirement for IAAO's new designation Mass Appraisal Specialist (MAS). The committee is still exploring the option to pay using PayPal.

**Nominating:** Chuck Kurfehs – No Report

**Conference:** Jim Rice – No Report.

**Legislative:** Jim Michaud – Jim reported that of the bills being tracked 30 have failed in the House, 3 failed in the Senate, 2 were directed to interim study, 5 have been laid on the table and 18 are pending. HB 324-the utility bill is pending in the Senate, there are 3 veteran's credit bills still in the works-SB 341-increases the credit for service connected total disability from \$2,000 to \$4,000, SB511-optional credit for combat service and SB503-increases the amount of the optional veteran's credit to \$750. Other bills Jim spoke to that were still ongoing are SB 403-there was an amendment filed on the trailers in campgrounds bill, SB510-regarding notice of leases on tax exempt properties and HB 1216 regarding tax deferrals.

**Scholarship:** Lee Ann Provencher– Lee Ann reported that the committee has received 4 Steve Tellier Scholarship applications so far and are expecting another. The deadline is April 15. They received 1 request for an education scholarship, however, the class was cancelled and the scholarship was returned. Treasurer Bartlett said that in the past he would receive notice that a scholarship was awarded and would send a check to the recipient to use how they saw fit. He was asking if the policy had changed and if the scholarships are now given for a specific class. It was Lee Ann's understanding that scholarships have always been for a specific class. Norm Pelletier echoed Lee Ann's understanding that a request for a scholarship is made for a particular course. The committee is also discussing additional fundraising opportunities.

**Membership:** Emily Goldstein – Emily reported that the “after hours” gathering scheduled for May 15<sup>th</sup> at the Tilton Town Hall has been changed to Wednesday May 16<sup>th</sup>. It is still at 6pm. They are asking the County and Regional Directors to be present as well as Board Members, if possible. They are planning to have a round table discussion regarding utility valuation featuring Scott Bartlett. She said the committee will be sending out a reminder prior to the event. Norm Bernaiche recommended advertising the event through NHMA as well.

**Publicity:** Rosann Maurice-Lentz and Emily Goldstein – The directories were available for pick up today. Emily stated that due to the lower attendance at today’s meeting she will hold on until after the May meeting to mail them out. It was suggested to also have the directory available as a pdf on the website.

Page 3

NHAAO April 10, 2018 Board Meeting

**Elections:** Emily Goldstein – No Report.

**Finance:** Dan Langille – No Report.

**Communications:** Dave McMullen – No Report.

**Ethics:** Dave Marazoff – No Report.

#### **Other Reports from Boards and Departments:**

**NRAAO:** NRAAO Representative Rick Brideau – Rick reported that the 2018 NRAAO Conference will be held later this month starting on April 29<sup>th</sup> in Quincy, Massachusetts. He stated that the one day USPAP course is being offered on Tuesday, however, the IAAO courses are full.

Information regarding the NRAAO can be found at their website: [www.nraao.org](http://www.nraao.org).

**IAAO:** IAAO Representative Rex Norman and Dave McMullen – No Report.

For information visit the IAAO website at [www.iaao.org](http://www.iaao.org)

**ASB:** ASB Representative Dave Marazoff – Dave reported on the meeting held last month. The rule sub-committee met and provided a draft copy of rule changes. The changes are being made to conform the ASB rules and the Rev. 600 rules. The ASB has recommended support of HB 324. The Utility sub-committee met last Friday and will meet again this Friday April 13<sup>th</sup> after the regular ASB meeting. The regular meeting will be held at 9:30 in Room 303 at the LOB. Jim Michaud asked why the ASB agenda recently sent out included HB 1210. Dave stated that it had to do with forming a committee to study the impact of current use on small municipalities. Bob Gagne stated that the reason it is on the ASB agenda

is because a question regarding this bill was sent to the ASB and in order to respond it has to be done at a regular meeting.

Visit the ASB website – <https://www.revenue.nh.gov/mun-prop/property/assessing-standards.htm>

**CUB:** Norm Bernaiche – Norm stated that the rates have been adopted by JLCAR and are available on the DRA website. The additional changes to the rules (mostly clarifications) have not yet been adopted. The next meeting of the CUB will be held May 4, 2018 at 1:30 pm in the DRA training room.

CUB website - <https://www.revenue.nh.gov/current-use/index.htm>

**BTLA:** Tom Hughes-No Report.

[www.nh.gov/btla/](http://www.nh.gov/btla/)

Page 4

NHAAO April 10, 2018 Board Meeting

**DRA:** Steve Hamilton – Steve reported that Cathy Capron has been promoted to the Utility Supervisor position. They are also in the process of filling field personnel, Assistant Director and Assistant Utility Appraiser.

**V. New Business** – Jim Michaud reported that if HB 324 is adopted and a commission to study utility valuation is formed the NHAAO will have a seat on the commission. He stated that we have three options to appoint our representative: 1. Appointed by President of NHAAO 2. Appointed by the NHAAO Board of Directors, or 3. Given to the Nominating Committee to come up with a slate of candidates to be voted on by the Board at a future meeting. **Norm Bernaiche made a motion to nominate Scott Bartlett to the position and seconded by Jim Commerford.** The discussion that followed resulted in the decision to have the President ask the Nominating Committee to bring forth any interested candidates to be voted on at the next NHAAO meeting in May. Acting President Langille stated he would be in touch with Chuck Kurfehs, Chairman of the Nominating Committee, regarding this. **The motion and second were withdrawn.**

**VI. Old Business** – There was a discussion regarding how to properly notice a cancelled meeting. Many ideas were put forth. Most felt that notification via listserv and the NHAAO website should be sufficient.

Jim Michaud stated that NHMA has started their legislative policy process and they have 3 committees that are starting to meet. These committees meet to put forth what NHMA's policy positions will be over the next biennium. Jim said that he, Dave McMullen and Kathy Temchack are members of the Finance and Revenue committee. If anybody wants to submit to NHMA a policy position the deadline to do that is April 20<sup>th</sup>. The form is available on-line.

Jim mentioned that the Fairpoint Trial will begin on April 18<sup>th</sup> in Merrimack County Superior Court and there are 3 test communities. Also, on May 8<sup>th</sup> the BTLA starts the next round of PSNH and NHEC cases. And finally, there was a brief discussion regarding the Walmart Appeal cases.

**VII. Adjournment: There being no further business before the Association Board of Directors, Acting President Langille asked for a motion to adjourn the meeting; no objection, 14-0-0, unanimous in favor, the meeting adjourned at 11:53 am.**

The next scheduled meeting will be held on **May 8, 2018** at the NHMA Center, Concord, NH.

Respectfully Submitted:

*James Commerford, CNHA*

James Commerford, CNHA, Secretary (Meredith)

**NHAAO Board of Directors Meeting**  
**Agenda**

April 10, 2018

Merrimack River Room / Pennigewasset River Room  
NHMA, Center at Triangle Park, 25 Triangle Park Drive, Concord, NH

Committee Meetings (if scheduled)..... 8:30 AM – 9:45 AM

Education Session: 10:00 AM – 10:45 AM The Warren Group

Business Meeting: 11:00 AM – 12:00 PM

**Call to order – 1<sup>st</sup> Vice President- Dan Langille**

**I. Roll call– Members**

**1<sup>st</sup> Vice President – Dan Langille**

**2<sup>nd</sup> Vice President – Jim Rice**

**Secretary - Jim Commerford**

**Treasurer - Scott Bartlett**

**Past President – Chuck Kurfens**

**Regional Directors (5)**

**Coos & Grafton (1) – Bill Ingalls**

**Carroll & Belknap (2) – Eric Haywood**

**Merrimack & Sullivan (3) - Norm Bernaiche**

**Hillsborough & Cheshire (4) – James Michaud**

**Rockingham & Strafford (5) - Norm Pelletier**

**County Directors (10)**

**Belknap – Deb Derrick**

**Carroll – Dale Schofield**

**Cheshire – Tim Ballantine**

**Coos – Jason Gail**

**Grafton – Julie Huntley**

**Hillsborough – Mark Noel**

**Merrimack – Mark Stetsch**

**Rockingham – Andrea Lewy**

**Strafford – Nancy Miller**

**Sullivan – Dave Marazoff**

**II. Secretary's Report**

**III. Treasurer's Report**

#### IV. Committee Chairs

- a) By Laws—Tim Ballentine/Norm Bernaiche
- b) Certification – Rosann Maurice-Lentz
- c) Education – Jim Rice/Verna Sharpe
- d) Nominating – Chuck Kurtzels
- e) Conference – Jim Rice
- f) Legislative – Jim Michaud
- g) Scholarship – Lee Ann Provencher
- h) Membership – Emily Goldstein
- i) Publicity – Rosann Maurice-Lentz/Emily Goldstein
- j) Elections – Emily Goldstein
- k) Finance – Dan Langille
- l) Communications – Dave McMullen
- m) Ethics – Dave Marazoff
- n) NRAAO Representative – Rick Boudreau
- o) IAAC Representative – Rex Norman
- p) Assessing Standards Board Rep – Dave Marazoff
- q) Current Use Board Rep – Norm Bernaiche

#### V. New Business

- HB 324- Discussion of NHAAO appointing member to study committee

#### VI. Old Business

- Membership Committee - Update on specifics for after-hours meeting

#### VII. Adjournment

Next Scheduled Meeting: Tuesday, May 8, 2016

NH BOARD OF DIRECTORS ATTENDANCE SHEET 2018

OFFICERS

MEETING DATE: 4/10/18

President \_\_\_\_\_ Loren Martin, Merrimack  
1st Vice President  Dan Langile, Keene  
2nd Vice President \_\_\_\_\_ Jim Rice, Durham  
Treasurer  Scott Barst, Goffstown  
Secretary  Jim Comerford, Meredith  
Past President \_\_\_\_\_ Chuck Kufels, Manchester

REGIONAL DIRECTORS

Region 1 Coos & Grafton  Bill Ingalls, Bedford  
Region 2 Carroll & Belknap \_\_\_\_\_ Todd Hayward, Greenland  
Region 3 Merrimack & Sullivan  Norm Bernaiche, Sunapee  
Region 4 Hillsborough & Cheshire  Jim Michaud, Hudson  
Region 5 Rockingham & Strafford  Norman Pelletier, Salem

COUNTY DIRECTORS

BELKNAP  Deb Derrick, Laconia

HILLSBOROUGH  Marti Noel, Milford

CARROLL \_\_\_\_\_ Dale Schofield, Conway

MERRIMACK  Mark Stetson, Bosworth

CHESHIRE \_\_\_\_\_ Tim Balantyne, Keene

ROCKINGHAM \_\_\_\_\_ Andrea Lewy, Stratham

COOS  Jason Call, Whitefield

STRAFFORD  Nancy Miller, Rochester

GRAFTON  Julie Huntley, Ferrisburgh

SULLIVAN  Dave Marzoff, Washington

\*11 members required for a quorum.



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**NH ASSOCIATION OF ASSESSING OFFICIALS**

Treasurer's Report

April 10, 2018

<b>Beginning Balance February 13, 2018</b>		<b>\$27,862.42</b>
Steve Tellier Fund		\$560.00
NIAAO Account		\$29,858.68
<b>INCOME</b>		
Conference	Coffee/Snacks \$1	\$10.00
Education	Course Fees	\$9,450.00
Publicity	Advertising	\$1,825.00
Treasurer	Dues	\$7,715.00
<b>Total Income</b>		<b>\$19,050.00</b>
<b>EXPENSES</b>		
Conference	Meeting Coffee	\$136.36
Conference	Quarorage Adj NRAAO	125.00
Education	Teacher Fees & Lunch	11,136.05
Finance	Bond-F271423 & Insurance	679.00
Legislative	Consulting Services Contract	1,250.00
President	NRAAO Conference	\$495.00
Publicity	Printing of Directory's	\$1,071.35
Treasurer	Office Supplies & refund	\$137.24
<b>Total Expenses</b>		<b>\$15,919.80</b>
<b>Ending Balance April 10, 2018</b>		<b>\$30,992.62</b>
Steve Tellier Fund		\$360.00
NIAAO Account		\$30,632.62

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**NH ASSOCIATION OF ASSESSING OFFICIALS**  
 Income and Expense Statement  
 April 10, 2018

<b>OFFICERS</b>	<u>Actual Income</u>	<u>BUDGETED INCOME</u>	<u>Actual Expenses</u>	<u>BUDGETED EXPENSES</u>
President	\$0.00	\$0.00	\$510.00	\$1,985.00
Secretary	\$0.00	\$0.00	\$0.00	\$100.00
Treasurer	\$7,790.00	\$8,500.00	\$137.24	\$1,374.00
<b>TOTAL OFFICERS</b>	<b>\$7,790.00</b>	<b>\$8,500.00</b>	<b>\$647.24</b>	<b>\$3,459.00</b>
<b>COMMITTEES</b>				
By-Laws	\$0.00	\$0.00	\$0.00	\$25.00
Certification	\$0.00	\$300.00	\$0.00	\$450.00
Communications	\$0.00	\$0.00	\$0.00	\$100.00
Conference	\$10.00	\$6,550.00	\$897.52	\$6,925.00
Education	\$9,300.00	\$46,805.00	\$10,976.05	\$48,220.00
Elections	\$0.00	\$0.00	\$0.00	\$520.00
Ethics	\$0.00	\$0.00	\$0.00	\$25.00
Finance	\$0.00	\$0.00	\$1,204.00	\$1,400.00
Legislative	\$0.00	\$0.00	\$2,500.00	\$3,750.00
Membership	\$0.00	\$0.00	\$0.00	\$300.00
Nominating	\$0.00	\$0.00	\$0.00	\$25.00
Publicity	\$1,875.00	\$2,500.00	\$1,971.23	\$2,200.00
Scholarship	\$0.00	\$900.00	\$0.00	\$3,800.00
<b>TOTAL COMMITTEES</b>	<b>\$11,185.00</b>	<b>\$57,055.00</b>	<b>\$17,553.82</b>	<b>\$68,540.00</b>
<b>TOTAL BUDGET</b>	<b>\$18,975.00</b>	<b>\$66,555.00</b>	<b>\$18,201.06</b>	<b>\$71,999.00</b>
	<u>Starting Balance</u>	<u>Adjustments</u>		<u>Current Bal</u>
DRA Education Account	\$0.00	\$0.00	\$0.00	\$0.00
Steve Tellier Scholarship	\$360.00	\$0.00	\$0.00	\$360.00

Respectfully Submitted,

  
 Scott W. Bartlett, Treasurer

4/10/18  
 \_\_\_\_\_  
 Date



**Understanding and Utilizing Public Data**  
As collected and compiled by The Warren Group

The Warren Group has been collecting and compiling data on real estate and ownership throughout New England since 1872. It offers a wide array of access and services, including three newspapers, to the real estate, legal and financial communities. Today's presentation will coincide with live access viewing and includes a printed follow along guide for future use. *Questions will be allowed during the presentation as long as they are germane to topic and limited in scope, otherwise they will be held to the end.*

**Topical Introduction**

This subject matter is being presented to Valuation Professionals to both introduce what kind of data is publically available, explain the content and to demonstrate many practical ways to utilize the data for research and substantiation purposes.

Introduce the RERS on the screen as the presentation tool.

What public data is being presented? The content being presented is an aggregation of ongoing collection efforts compiled by continuous researching and editing of public records from many sources, systems and content, being integrated into a uniform parcel centric dataset.

- Municipal assessing information (gathered annually) is utilized to establish the base record set to which ongoing recorded information is updated on a scheduled basis, most commonly weekly. *Discuss importance and differences of municipal assessing methods.*
- Ongoing weekly, is research, data entry, and matching of public recordings to include real estate sales, estate actions, other forms of transfer, liens/attachments/releases, foreclosures, public notices, mortgages and other to the parcel records. *Provide insight into collection, edit and standardization procedures.*
- The recording points for the research is a wide mix, including county registries, often individual towns, court houses, publication of public record notices, electronic media and other. *Discuss various state and/or regional diversity and issues.*

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How the data is made useful. Effort commences with the municipal data mentioned previously. Being that each and every town is a unique autonomous entity subjectively complying with established guidelines, the raw data is as diverse as humanly possible. The Warren Group (TWG) edits, parses various elements such as names and addresses into standard formats, interprets and uniformly assigns a shared use coding, additionally calculating and/or verifying sales pricing and values, appending details of sales/mortgages, sales validity and other to align all properties into a unified presentation. *Discusses CoMA's, lien practices, distressed property issues, validity, coding variants, and how and why many elements can appear different than expectations.*

What are some examples of diversity in the data? Why is it important to know your subject locals and/or be attuned to variants, especially when crossing state lines? While the underlying rules apply, implementation is often very subjective.

- 1) Quality and Validity of sales.
- 2) Define consideration sales.
- 3) Living area vs gross building area.....
- 4) Updating of values; some states better than others.
- 5) Distressed sale/property information

Why access public data in this way? Paramount above all else is the fact that this data compilation represents ongoing currency of most ownership and market activity for data gathered in any coverage area contained in the data set. This is important when comparing a local property or extending a search for records to do studies for new projects or compare past to current trends.

What are some of the benefits to a Valuation professional? The following is a short list for discussion, and examples of why to utilize the data.

- 1) Having the ability to review all properties in a given market area.
- 2) Review all sales activity in recent (or past) times.
- 2) Ability to be aware of non-market value transfers or activities, which may be affecting the marketplace.
- 4) Widespread canvassing for hard to find comps.
- 5) View mortgage activity as a gauge to credit worthiness in the area.
- 6) Other data elements such as rental data, past assessments, demographic information, mapping and allow market insight when not familiar with a subject area.

Open the floor to additional questions or working examples of using the data.