

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

**Minutes  
June 9, 2020  
Virtual Meeting via Zoom**

**Education Session:** None

**I. Call to Order – President James Rice.**

**II. Roll Call - A Quorum of Members being present (14 members). Meeting began at 10:06 am.**

**New Members/Guest – None**

**III. Secretary's Report:** Secretary Commerford stated that the minutes from the February 11, 2020 and March 10, 2020 were sent to the members via listserve email and asked for a motion to accept these minutes. **Rick Brideau made a motion to approve the minutes as written, seconded by Marti Noel. President Rice called for a vote; 14-0-0 in favor.**

**IV. Treasurer's Report:** Treasurer Scott Bartlett sent out via listserve the Treasurer's Report and Income and Expense Statement dated April 14, 2020. There was a question of how course fee refunds were being handled. Verna stated that some individuals did not want a refund because they were concerned with their town budgets being frozen. **Rick Brideau made a motion to approve the report as presented, seconded by Marti Noel. President Rice called for a vote, 14-0-0 in favor.**

Also, Treasurer Scott Bartlett sent out via listserve the Treasurer's Report and Income and Expense Statement dated June 9, 2020. Scott asked if he should show the course refunds as negative income or as an expense. All were unsure but thought it did not matter either way. **Rick Brideau made a motion to approve the report as presented, seconded by Marti Noel. President Rice called for a vote, 14-0-0 in favor.**

**V. Communications/Announcements:** None

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

**VII. Committee Reports:**

**By Laws:** Tim Ballantine & Robert Gagne – Tim presented a change to the procedural rules suggested by Ethics Committee Chairman Rick Vincent. He suggested a change to the language to Rule 2.8.6 J. The language currently states “The decision shall include notice that the complainant and the respondent have thirty (30) days from receipt of the decision to appeal to the Executive Board...” Rick’s suggestion is to change it to “The decision shall include notice that the complainant and respondent have thirty (30) days from *the date of the letter (or notice of decision)* to appeal to the Executive Board...” The reason for this per Rick is that the committee has no way of knowing when the parties received the letter. Scott Bartlett said that at the DRA level the complainant does not have the right to appeal so why should we allow it. Kris McAllister suggested deferring all ethics cases to the DRA. Norm Bernaiche felt that since the DRA already handles ethics cases we are performing at redundant task and we have limited resources to deal with complaints. Norm feels that since we have not discussed disbanding the Ethics Committee we should really deal with that first before changing the language in our procedures. President Rice suggested that the By-laws discuss this and come back to our next meeting with a recommendation to be voted on.

**Certification:** Rosann Maurice-Lentz– Rosann started a discussion regarding accepting on-line courses for certification. Currently, certain on-line courses are allowed for re-certification but not for CNHA or DRA designation. Need to be on the same page as the DRA. Also, question of whether to allow those recertifying in 2020 to extend the deadline for a year. Rosann will consult with the committee and make a recommendation to the Board. Tom Hughes stated that he would like to take the CNHA exam. Rosann stated that the exam needs to be reviewed and updated for recent legislative changes to statutes.

Also, Rosann asked if the NHAAO should purchase a Zoom account and whether the association would qualify for any covid-19 relief monies. Scott Bartlett stated he wasn’t sure if the NHAAO could collect any Covid federal money but he felt the DRA might for education, etc. Sam Greene stated that he did not think the DRA or any State agency was eligible but said he would check.

**Communications:** Dave McMullen – No Report

**Conference:** Kris McAllister – Kris stated that the banquet is up in the air due to the virus. President Rice stated that the NHMA will hold a “virtual” conference in November. There was a discussion of whether we should cancel the banquet for 2020. President Rice felt it was too soon to make that call. This prompted a discussion. In the end it was decided to cancel the banquet at the Puritan Restaurant. **Rosann Maurice-Lentz made a motion to cancel the 2020 NHAAO banquet scheduled for the Puritan on November 18, 2020, seconded by Marti Noel. President Rice called for a vote, all in favor 14-0-0. Motion passes.** Emily Goldstein suggested that we leave the option open for some kind of banquet and to not divert funds labeled for the original banquet at the Puritan.

**Education:** Verna Sharpe –Verna stated that the committee met this morning via Zoom and thanked Steve Hamilton for the use of his Zoom account. The committee discussed allowing on-line courses for qualifying education for CNHA and DRA designation (currently on-line courses are eligible for re-certification only). To that end, the committee came up with 3 points and are asking for the Board’s

support. They are: 1. Allow the State Statutes courses to be live on-line with a proctored exam. 2. Allow live on-line IAAO courses for qualifying education. 3. If the Board supports live on-line education then bringing these items to the ASB to see if they would follow suit either on a short term basis or permanently. There was a discussion of all three points most notably would a camera be required to attend the course. **Rick Brideau motioned for the Board to support Point #1 and #2, seconded by Norm Bernaiche. President Rice called for a vote, all in favor 14-0-0. Rick Brideau motioned for the Board to support Point #3, seconded by Marti Noel. President Rice called for a vote, all in favor 14-0-0.**

Also, Verna said the committee is working on speakers for the NHMA Virtual Conference in November but is not ready to announce who will speak and what topics.

**Elections:** Mark Stetson – No Report.

**Ethics:** Rick Vincent – Rick stated that in March the committee issued decisions on complaints from 2019 and both the respondent and complainant have been notified.

**Finance:** Marti Noel – No Report.

**Legislative:** Jim Michaud – Jim stated that the current legislation session is on hold. The House will be meeting on Thursday June 11<sup>th</sup> at the Whittemore Center on the campus of UNH. Jim said the Senate has been meeting remotely and will have a voting session next week. He said they have consolidated many bills into 1 or 2 bills for voting purposes. He said the SB was not part of the consolidation and has probably gone by the wayside for this session.

**Membership:** Emily Goldstein – No Report, however, Emily would like for the committee to meet prior to the next meeting.

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

**Publicity:** Beth Charlebois – Bill Ingalls stated that due to the coronavirus the booklet has yet to be printed and was unsure when it would be. **Scott Bartlett made a motion that instead of a printed version for 2020 a digital version be made available to all members. Seconded by Kris McAllister. President Rice called for a vote 14-0-0 in favor.**

**Scholarship:** Lee Ann Provencher – Lee Ann stated that the committee extended the deadline for Steve Tellier Scholarship to June 15<sup>th</sup>. She said they currently have 2 applications for the scholarship. The committee supports postponing the Cornhole tournament scheduled for September. They will be holding a cash calendar fundraiser in October. Also, she reported that Norm Pelletier said the golf tournament is a “wait and see” at this point.

## VIII. Other Reports from Boards and Departments:

**NRAAO:** NRAAO Representative Rick Brideau – Rick stated that the 2020 NRAAO conference was cancelled. He said the NRAAO Board met via Zoom recently and Norm Bernaiche was elected President and he was elected Vice President for 2021. Bill Ingalls stated that our conference in 2021 is in jeopardy but no decision has yet been made.

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

**IAAO:** IAAO Representative Kathy Temchack/Rick Brideau – Rick stated that IAAO conference that was to be held at the end of August in Denver has been cancelled.

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

**ASB:** ASB Representative Dave Marazoff – Dave informed the group that the ASB has not met recently due to the virus.

Bob Gagne reported that a nominee initially put forth to become a public member has been pulled back, however, another individual is going through the application process.

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

**CUB:** Norm Bernaiche – Norm said that since JLCAR did not meet due to the virus the 2020 current use rates were not adopted. The Board unsuccessfully sought a waiver. Also, the revised and updated booklet has been distributed to Board members for their review.

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

**BTLA:** Tom Hughes – No Report.

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

**DRA:** Director James Gerry – Sam Greene gave an update of what the DRA has been doing since the virus began and what they will be doing going forward regarding procedures in the field. They will be restarting work in the low covid towns. Sam reported that with the help of the DRA and NHMA Scott Bartlett and Cathy Capron will be holding a webinar regarding HB 700 on July 22<sup>nd</sup>. Rosann stated that the Portsmouth Mayor was recommending to the Governor that no updates be performed for 2020. Sam stated he had not heard that but most towns were still going forward with their plans.

President Rice asked Sam when the Mosaic meeting will be held. Sam said that they are trying to coordinate a date convenient for all.

**New Business:** Norm Bernaiche suggested that since most may not be taking a vacation this summer that we hold a NHAAO Board meeting in August. All agreed and it is officially scheduled for August 11 via Zoom. Because the NHAAO does not hold a Zoom account it was suggested that President Rice look into the cost and work with Treasurer Bartlett on obtaining a license. Norm Bernaiche suggested that Treasurer Scott Bartlett be the account holder and not the President since that seat changes each year. Scott agreed.

**Old Business:** None

**Adjournment:** There being no further business before the Association Board of Directors, President Rice asked for a motion to adjourn the meeting; no objection, 14-0-0, unanimous in favor, the meeting adjourned at 12:02 pm.

The next scheduled meeting will be held on **August 11, 2020 at 10:00 am via Zoom.**

Respectfully Submitted:

*James Commerford, CNHA*

James Commerford, CNHA, Secretary (Meredith)

# NHAAO Board of Directors Meeting Agenda

June 9, 2020

**ZOOM Meeting**  
**Host – Jim Rice, President**

Business Meeting: 10:00 – 12:00 AM

Call to order – President – Jim Rice

I. **Roll call– Members**

**1<sup>st</sup> Vice President** – Marti Noel  
**2<sup>nd</sup> Vice President** – Kris McAllister  
**Secretary** - Jim Commerford  
**Treasurer** - Scott Bartlett  
**Past President** – Dan Langille

**Regional Directors (5)**

1. **Coos & Grafton** – Doug Irvine
2. **Carroll & Belknap** – Todd Haywood
3. **Merrimack & Sullivan** - Norm Bernaiche
4. **Hillsborough & Cheshire** – James Michaud
5. **Rockingham & Strafford** – Rick Brideau

**County Directors (10)**

1. **Belknap** – Deb Derrick
2. **Carroll** – Corie Hilton
3. **Cheshire** – Mark Stetson
4. **Coos** – Jason Call
5. **Grafton** – Julie Huntley
6. **Hillsborough** – Chuck Kurfehs
7. **Merrimack** – Loren Martin
8. **Rockingham** – Emily Goldstein
9. **Strafford** – Jon Rice
10. **Sullivan** – Dave Marazoff

II. **Committee Chairs/Representatives**

1. **By Laws** –Tim Ballantine/ Bob Gagne
2. **Certification** – Rosann Maurice-Lentz
3. **Communications** – Dave McMullen
4. **Conference** – Kris McAllister
5. **Education** – Verna Sharpe
6. **Election** – Marc Stetson
7. **Ethics** – Rick Vincent
8. **Finance** – Marti Noel
9. **Legislative** – Jim Michaud
10. **Membership** – Emily Goldstein
11. **Nominating** – Dan Langille
12. **Publicity** – Beth Hamilton-Charlebois/Bill Ingalls
13. **Scholarship** – Lee Ann Provencher
14. **NRAAO Representative** – Rick Brideau
15. **IAAO Representative** – Kathy Temchack/Rick Brideau
16. **Assessing Standards Board Rep** – Dave Marazoff
17. **BTLA** – Tom Hughes
18. **Current Use Board** – Norm Bernaiche
19. **DRA** – Sam Greene

III. **Secretary's Report** – Approve Minutes

IV. **Treasurer's Report** – Approve Report

V. **Discussion Topics brought forward by committee Chairs:**

**By-laws:** *As Chair of the NHAEO Ethics Committee, I would like to suggest a change to the language of 2.8.6 J of the NHAEO procedural rules. About half-way through the paragraph the language states "The decision shall include notice that the complainant and the respondent have thirty (30) days from receipt of the decision to appeal to the executive board...."*

*I suggest that the language be revised, that the two parties have 30 days from the date of the letter (or notice of decision) to respond. We have no way to know when the parties actually receive the letter.*

**Certification:** Course credits required for certification/re-certification due to COVID-19, CNHA Exams

**Communications:** NHAEO Website – fix problem w/website.

**Conference:** 2020 NHMA Virtual Conference planned.  
2020 NHAEO Banquet (to hold due to COVID-19)

**Education:** Course offerings, cancellations due to COVID-19  
Education sessions at NHMA Conference if done virtually.

**Legislative:** Legislative Spreadsheet  
HB 1580, 1632 & 1248 are up for a House vote at UNH on June 11th.

**Publicity:** 2020 Membership Directories

**Scholarship:** Cornhole Tournament  
"Cash Calendar" Raffle  
Steve Tellier Memorial Scholarship - filing deadline extension.

- VI. **Old Business**
- VII. **New Business**
- VIII. **Adjournment**

Next Scheduled Meeting: Tuesday, September 8, 2020



NH BOARD OF DIRECTORS ATTENDANCE SHEET 2020

OFFICERS

MEETING DATE: 6/8/20

President ✓ Jim Rice, Durham  
1st Vice President ✓ Marti Noel, Milford  
2nd Vice President ✓ Kris McAllister, Tri-town  
Treasurer ✓ Scott Bartlett, Goffstown  
Secretary ✓ Jim Commerford, Meredith  
Past President ✓ Dan Langille, Keene

REGIONAL DIRECTORS

Region 1-Coos & Grafton ✓ Doug Irvine, Bedford  
Region 2-Carroll & Belknap \_\_\_\_\_ Todd Haywood, Greenland  
Region 3-Merrimack & Sullivan ✓ Norm Bernaiche, Sunapee  
Region 4-Hillsborough & Cheshire ✓ Jim Michaud, Hudson  
Region 5-Rockingham & Strafford ✓ Rick Brideau, Londonderry

COUNTY DIRECTORS

BELKNAP \_\_\_\_\_ Deb Derrick

HILLSBOROUGH ✓ Chuck Kurfels

CARROLL \_\_\_\_\_ Corie Hilton

MERRIMACK ✓ Loren Martin

CHESHIRE \_\_\_\_\_ Mark Stetson

ROCKINGHAM ✓ Emily Goldstein

COOS ✓ Jason Call

STRAFFORD \_\_\_\_\_ Jon Rice

GRAFTON \_\_\_\_\_ Julie Huntley

SULLIVAN ✓ Dave Marazoff

\*11 members required for a quorum.

*14 Members Present*

**NH ASSOCIATION OF ASSESSING OFFICIALS**

Treasurer's Report

April 14, 2020

<b>Beginning Balance February 11, 2020</b>			<b>\$24,624.35</b>
Steve Tellier Fund			\$4,805.00
NHAAO Account			\$19,819.35
<b>INCOME</b>	Education	Course fee	\$7,790.00
	Treasurer	Dues	\$7,125.00
<b>Total Income</b>			<b>\$14,915.00</b>
<b>EXPENSES</b>	Communications	Web	\$26.95
	Finance	Bond & Liability Insurance	\$729.00
	Legislative	Legislative Tracking	\$625.00
	Secretary	Stamps	\$22.00
	Treasurer	Storgae Unit	\$364.00
	Treasurer	Stamps & Envelopes	\$246.36
	Treasurer	New Checks & Transaction Fee	\$35.61
<b>Total Expenses</b>			<b>\$2,048.92</b>
<b>Ending Balance April 14, 2020</b>			<b>\$37,490.43</b>
Steve Tellier Fund			\$4,805.00
NHAAO Account			\$32,685.43

**NH ASSOCIATION OF ASSESSING OFFICIALS**

Income and Expense Statement

April 14, 2020

<b>OFFICERS</b>	<b>Actual Income</b>	<b>BUDGETED INCOME</b>	<b>Actual Expenses</b>	<b>BUDGETED EXPENSES</b>
President	0.00	0.00	\$0.00	1,500.00
Secretary	0.00	0.00	22.00	100.00
Treasurer	7,235.00	8,500.00	645.97	2,032.00
<b>TOTAL OFFICERS</b>	<b>7,235.00</b>	<b>\$8,500.00</b>	<b>667.97</b>	<b>\$3,632.00</b>
<b>COMMITTEES</b>				
By-Laws	0.00	0.00	0.00	25.00
Certification	0.00	300.00	0.00	300.00
Communications	0.00	0.00	26.95	300.00
Conference	0.00	8,200.00	590.74	8,200.00
Education	7,790.00	40,000.00	0.00	40,000.00
Elections	0.00	0.00	0.00	500.00
Ethics	0.00	0.00	0.00	350.00
Finance	0.00	0.00	879.00	1,409.00
Legislative	0.00	0.00	1,250.00	2,500.00
Membership	0.00	0.00	0.00	280.00
Nominating	0.00	0.00	0.00	450.00
Publicity	0.00	2,250.00	0.00	2,800.00
Scholarship	0.00	4,500.00	0.00	4,100.00
<i>(NRAAO Account)</i>			<i>0.00</i>	
<i>(Steve Tellier Scholarship Fund)</i>				
NRAAO Conference	0.00	0.00	3,000.00	3,000.00
<b>TOTAL COMMITTEES</b>	<b>\$7,790.00</b>	<b>\$55,250.00</b>	<b>\$5,746.69</b>	<b>\$64,214.00</b>
<b>TOTAL BUDGET</b>	<b>\$15,025.00</b>	<b>\$63,750.00</b>	<b>\$6,414.66</b>	<b>\$67,846.00</b>
<b>Steve Tellier Scholarship Fund</b>	<b>Starting Balance</b>	<b>Income</b>	<b>Expense</b>	<b>Current Bal</b>
	4,805.00	0.00	0.00	\$4,805.00

\_\_\_\_\_  
Scott W. Bartlett, Treasurer

\_\_\_\_\_  
Date

**NH ASSOCIATION OF ASSESSING OFFICIALS**

Treasurer's Report

June 9, 2020

<b>Beginning Balance April 14, 2020</b>				<b>\$37,490.43</b>
<b>Steve Tellier Fund</b>				<b>\$4,805.00</b>
<b>NHAAO Account</b>				<b>\$32,685.43</b>
<b>INCOME</b>				
	Education	Course Fee		\$100.00
	Publicity	Advertisement		\$1,625.00
	Treasurer	Dues		\$890.00
<b>Total Income</b>				<b>\$2,615.00</b>
<b>EXPENSES</b>				
	Ethics	Postage	\$8.25	
	Ethics	Postage	\$8.70	
	Treasurer	Storage Unit	\$273.00	
<b>Total Expenses</b>				<b>\$289.95</b>
<b>Ending Balance June 9, 2020</b>				<b>\$39,815.48</b>
<b>Steve Tellier Fund</b>				<b>\$4,805.00</b>
<b>NHAAO Account</b>				<b>\$35,010.48</b>

**NH ASSOCIATION OF ASSESSING OFFICIALS**

Income and Expense Statement

June 9, 2020

<b>OFFICERS</b>	<b>Actual Income</b>	<b>BUDGETED INCOME</b>	<b>Actual Expenses</b>	<b>BUDGETED EXPENSES</b>
President	0.00	0.00	\$0.00	1,500.00
Secretary	0.00	0.00	22.00	100.00
Treasurer	8,125.00	8,500.00	918.97	2,032.00
<b>TOTAL OFFICERS</b>	<b>8,125.00</b>	<b>\$8,500.00</b>	<b>940.97</b>	<b>\$3,632.00</b>
<b>COMMITTEES</b>				
By-Laws	0.00	0.00	0.00	25.00
Certification	0.00	300.00	0.00	300.00
Communications	0.00	0.00	26.95	300.00
Conference	0.00	8,200.00	590.74	8,200.00
Education	7,890.00	40,000.00	0.00	40,000.00
Elections	0.00	0.00	0.00	500.00
Ethics	0.00	0.00	16.95	350.00
Finance	0.00	0.00	879.00	1,409.00
Legislative	0.00	0.00	1,250.00	2,500.00
Membership	0.00	0.00	0.00	280.00
Nominating	0.00	0.00	0.00	450.00
Publicity	1,625.00	2,250.00	0.00	2,800.00
Scholarship	0.00	4,500.00	0.00	4,100.00
<i>(NHAA Account)</i>			0.00	
<i>(Steve Tellier Scholarship Fund)</i>				
NRAAO Conference	0.00	0.00	3,000.00	3,000.00
<b>TOTAL COMMITTEES</b>	<b>\$9,515.00</b>	<b>\$55,250.00</b>	<b>\$5,763.64</b>	<b>\$64,214.00</b>
<b>TOTAL BUDGET</b>	<b>\$17,640.00</b>	<b>\$63,750.00</b>	<b>\$6,704.61</b>	<b>\$67,846.00</b>
<b>Steve Tellier Scholarship Fund</b>	<b>Starting Balance</b>	<b>Income</b>	<b>Expense</b>	<b>Current Bal</b>
	4,805.00	0.00	0.00	\$4,805.00

/ Scott W Bartlett  
 Scott W. Bartlett, Treasurer

6/8/2020  
 Date