



State of New Hampshire Department of Revenue Administration

109 Pleasant Street
PO Box 487, Concord, NH 03302-0487
Telephone (603) 271-2687
www.nh.gov/revenue



Kevin A. Clougherty
Commissioner

Margaret L. Fulton
Assistant Commissioner

PROPERTY APPRAISAL DIVISION
Stephan W. Hamilton
Director

Michael B. Martell, Sr.
Assistant Director

May 18, 2009

Board of Selectmen
Town of Lisbon
46 School Street
PO Box 222
Lisbon, NH 03585

RE: 2008 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 the April 1, 2006 assessment year by either an independent contractor or an in-house assessor, a report based on the 2005 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.

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.

We are pleased to report that you have met most of the above guidelines as recommended by the Assessing Standards Board (ASB), with the exception of the following:

Item A.2 Uniformity of Assessments did not meet the guidelines, as the coefficient of dispersion (COD) was 26.5 for 2008. The guidelines require this to be less than 20. Since you are contracted for a 2009 value update, your assessor should monitor this to ensure it is within the guidelines for 2009.

Item B.4 Current Use procedures still need some work in order to comply with applicable statutes and rules. The equalization ratio was not applied to current use properties as required by statute. Attached, please find the Departments' worksheets indicating those files that were reviewed. It is recommended that all of the current use files be reviewed for completeness, and that the ratio be applied to the current use values.

Item C Exemptions and Credits did not meet the guidelines due to the fact that none of the required BTLA forms A-9 and/or A-12 were on file for the religious, educational and charitable properties reviewed. It is recommended that all properties receiving this exemption be reviewed to ensure that these forms are filed annually. Also, the applications reviewed for elderly and blind exemptions did not meet the guidelines, as several were missing the applicants and/or selectmen's signature. It is recommended all of these files be reviewed for completeness.

The Department has assisted many communities in areas that needed attention. Please feel free to call us anytime and we would be more than willing to assist in any way we can.

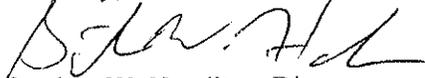
Prior to release of this report to the ASB you have an opportunity to respond to any DRA recommendations made. Your response should be made within 30 days of the date of this letter. Shortly, we will be in contact to schedule a meeting to review this report and help with any questions you may have.

Special thanks to those staff members assisting 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 RSA75: 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 2010.

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

Sincerely,



Stephan W. Hamilton, Director
Property Appraisal Division

cc: File