

MINUTES OF THE
ASSESSING STANDARDS BOARD
Equalization Subcommittee

Approved as Written

DATE: September 12, 2013

TIME: 8:30 a.m.

LOCATION: Department of Revenue, Training Room, 109 Pleasant Street, Concord

COMMITTEE MEMBERS:

Stephan Hamilton, NHDRA
Todd Haywood, Chairman, NHAAO, Towns <3,000
Betsey Patten, Public Member

Robert J. Gagne, NHAAO, City
Joseph Lessard, NHAAO, Towns >3,000

MEMBERS of the PUBLIC:

Linda Kennedy, NHDRA

Chairman Haywood convened the meeting at 8:45 a.m.

Minutes

Ms. Patten *motioned to accept the minutes of the July 19, 2013, Equalization Subcommittee meeting, as written*. Mr. Gagne *seconded the motion*. Chairman Haywood called the motion. *All Approved*.

Mr. Lessard *motioned to accept the minutes of the August 15, 2013, Equalization Subcommittee meeting, as written*. Ms. Patten *seconded the motion*. Chairman Haywood called the motion. *All Approved*.

Sales Chasing

The subcommittee made a recommendation for the definition of sales chasing to the full ASB at the August 15, 2013, meeting which prompted a lengthy discussion and ended without a vote. In response to that discussion, Mr. Hamilton *motioned make the following change in the second paragraph:* [~~(2) By extension,~~] A[a]ny. Ms. Patten *seconded the motion*. Clarification was made that this specific definition is intended for the Equalization Manual not the Reference Manual currently being updated. Chairman Haywood called the motion. *All Approved*.

Qualified Sales

A discussion took place expressing ideas and opinions about the definitions of “qualified sale”, “arms-length transaction” and “open market”, what they represent and where they would be most appropriate as a reference. This was deemed a good start to a subject which needed more discussion and would continue at the next meeting.

Equalization Manual

Mr. Hamilton stated that due to the deployment of a new computer system and changes in the process and procedure for conducting equalization, information in the Equalization Manual needs to be updated to reflect the changes. Ms. Kennedy is in the process of updating this information and it will be presented to the subcommittee at the next meeting for review.

Mr. Hamilton updated the subcommittee on how the newly deployed software system is working. The current equalization year began last October 1 and will end this September 30. Historically, municipalities would begin validating sales in October and November and then submit to the department. At this time 30% of transactions available within the current equalization season have been validated by municipalities. This process does two important things; it allows the workflow of the municipalities to be spread out throughout the year and makes it more practical for DRA staff allowing the equalization reconciliation to begin now rather than in November and December.

Next Subcommittee Work Session

Friday, September 27, 2013, 9:00 a.m. –12:00 p.m.

Mr. Lessard *motioned to adjourn*. Mr. Gagne *seconded the motion*.

Chairman Haywood adjourned the meeting at 9:32 a.m.

Respectfully Submitted, Stephanie Derosier
NH Department of Revenue Administration – Municipal and Property Division

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

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