

SPECIAL BOARD OF ALDERMEN

JULY 14, 2020

7:00 p.m.

Join Zoom Meeting:

<https://us02web.zoom.us/j/84543682139?pwd=U1c2Z2EwR0hSV3FFaicwekZ3WFFidz09>

Meeting ID: 845 4368 2139 Password: 590998

Join by telephone: 1-929-205-6099

Meeting ID: 845 4368 2139

Password: 590998

If there is a problem accessing the meeting, please dial 603-821-2049 to advise.

PRESIDENT LORI WILSHIRE CALLS ASSEMBLY TO ORDER

PRAYER OFFERED BY CITY CLERK SUSAN LOVERING

PLEDGE TO THE FLAG LED BY ALDERMAN JAN SCHMIDT

ROLL CALL

COMMUNICATION

From: Lori Wilshire, President, Board of Aldermen

Re: Calling a Special Board of Aldermen Meeting on July 14, 2020

From: Kim Kleiner, Administrative Services Director

Re: Assessing Department Update – July 14th

UPDATE

Assessing

ADJOURNMENT

Board of Aldermen

City of Nashua

229 Main Street

Nashua, NH 03061-2019

(603) 589-3030

Lori Wilshire

President, Board of Aldermen



July 6, 2020

REC'D CITY CLERK DEP
JUL 6 '20 PM12:58

Susan K. Lovering, City Clerk
City of Nashua
229 Main Street
Nashua, NH 03061-2019

Dear Ms. Lovering:

Please be advised I am hereby calling a Special Meeting of the Board of Aldermen for Tuesday, July 14, 2020, at 7:00 p.m. via Zoom for an Assessing update.

Thank you.

Sincerely,

Lori Wilshire

Lori Wilshire
President

cc: Mayor Jim Donchess
Steven A. Bolton, Corporation Counsel
Kim Kleiner, Administrative Services Director



THE CITY OF NASHUA

"The Gate City"

Administrative Services Division

Date: July 9, 2020

To: Board of Aldermen

cc. Mayor Donchess

From: Kim Kleiner, Administrative Services Director

Re: Assessing Department Update - July 14th

Attached to this memo is the quarterly status report on the Full Measure & List Revaluation issued to the NH Board of Tax & Land Appeals on July 7th. The revaluation will be one of the topics discussed during the Assessing update at the Special Board of Aldermen on July 14th.

Our last update to the Board of Aldermen was on September 24, 2019, during which we presented on five key areas of improvement:

1. Transparency/Customer Service
2. Efficiency/Data Collection
3. Procedures/ Communication
4. Property Data Accuracy
5. Software/Program Applications

During Tuesday's update, we will discuss the progress the Department has made on the recommendations identified in the City of Nashua Assessment Audit conducted last fall by Cornell Consultants LLC. We will discuss the eight areas identified, which have been the focus of the work by the Department. If you are interested in receiving a copy of the full audit please let me know.

Nick Miseirvitch, IT Manager of Infrastructure, will be joining me to present on the Assessing upgrade of the CAMA system to AP5. Nick was instrumental in the success of this project which required testing and collaboration by all staff.

Lastly, we will discuss the impact of the COVID19 pandemic upon the Department and our work in the future.

We look forward to joining you on Tuesday evening.



THE CITY OF NASHUA

Administrative Services Division
Assessing Department

"The Gate City"

City of Nashua, NH 2019-2022 Full Measure & List Revaluation Project Update Report to the BTLA June 28, 2020

Tasks as outlined in the proposal and agreed upon by the city:

CODE	TASK
100	Bonding, Office Set-up, Project Set-up, Public Relations
200	Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry
300	Residential Valuation
400	Commercial/Industrial Valuation
500	Residential Field Review, Data Entry
600	Commercial/Industrial Field review, Income Production, Reconcile Cost and Income
700	Digital Imaging, Documentation
900/ 1000	Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill

Task 100 Bonding, Office Set-up, Project Set-up, Public Relations

- Bonding is complete.
- Project commenced March 3rd, 2020.
- The initial startup meeting with the Board and DRA was March 2, 2020 at City Hall.
- GIS maps have been provided.
- Office space has been provided. Modified space was provided due COVID19 and the closure of city hall in alternative city building.
- Public Relations will be on going throughout the project (see attached).
 - Letter mailed to all residents at the start of each ward.
 - Updates are provided on the City's website.
 - Assessing Monthly Monitor Newsletters
 - June 4, 2020 Update to the Board of Assessors – June Perry, Vision Gov't Solutions

Task 200 Data Collection, Data Mailers, Building Permits

- Suspension of Interior Inspections due to COVID19 (see attached)
Guidance from the NH Department of Revenue
Amendment to the Contract with Vision Government Solutions
Press Release dated March 16, 2020
- Bi-weekly status reports are issued to the city and posted on the website. (see attached status reports from Vision Government Solutions Project Lead)
- Building permits are being completed by the City through April 1, 2020. Vision is responsible for building permits through April 1, 2022. Building permits are provided to Vision weekly.
- Data Collection guidelines have been completed. Lister's information has been completed and the police department has been informed of all aspects of the data collection phase of the revaluation.

NOTE: 6/24/2020 Data Collection Guidelines Updated (see attached)

- Data entry will be ongoing throughout the project, commencing after June 2020.
- Usernames and passwords have been assigned, and will have people associated with them as we move closer to starting the data entry.
- Daily communication with the Assessor's office is on-going concerning the progress of the data collection as well as any issues to be addressed.
- Rick Kulp is the onsite Projects Staff Appraiser.
- Ward 1 Property record cards have been printed.
- Ward 2 Property record cards have also been printed.
- Ward 3 Property record cards have also been printed.
- Images are being taken and will coincide with production numbers.
- The database is live in Nashua NH
- Data collection
Ward 1 count 3,869 – C/I/E not started as of yet
Ward 2 count 3,478
Ward 3 count 2,845

The following is the measure and listing numbers accountable as of June 20, 2020:

Total Residential Improved Parcel Count 25,605

Measures	7366
Total Interior Inspections	172
Refusals to Date - Partial/Full	7/88
Total Measures with refusal	7454
Total Percent Complete Measured	29 %

Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0
Total Interior Inspections 0
Entry Rate 0%
Total Percent Complete Measured 0%
Refusals to Date 0

Building permits measured to date 159

Task 300/400 Residential Valuation/Commercial/Industrial Valuation

- Residential valuation is scheduled to commence in 2022.
- Preliminary analysis in 2022
- Income and Expense forms are being sent out by the Assessor's office.

Task 500/600 Residential Field Review, Data Entry, Commercial/Industrial Field review, Income Production, Reconcile Cost and Income

- Field review is scheduled to be completed in 2022.

Task 900 Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill

- The following timetable is for the hearing phase of the job through the project's completion.
 - Impact notice mailing no later than July 2022.
 - Appointments taken for hearings scheduled for July/August 2022.
 - Hearings scheduled for July/August 2022.
 - Second Impact Notices mailed by August 2022.
 - Project Completed by September 1, 2022.

Nashua, NH
Revaluation Documentation

Public Relations

City Website – www.nashuanh.gov

Data Collection Letter - Sample

Assessing Monthly Monitor Newsletters

**2020-2022 Revaluation Project Update –
June Perry – Vision Government Solutions
- June 4, 2020**

<https://www.youtube.com/watch?v=PvXsX15ldhE>

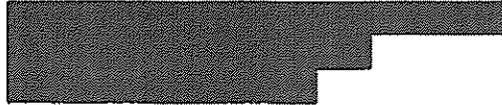


THE CITY OF NASHUA

*Administrative Services Division
Assessing Department*

"The Gate City"
603-589-3040
Fax: 603-589-3079

May 11, 2020



NASHUA, NH 03064-0000

Dear Property Owner:

The Appraisal Firm of Vision Government Solutions (VGS) has been hired by the City of Nashua to begin a City-wide Revaluation Project. Vision's Appraisal division will be working in conjunction with the Assessing Department to make the process a successful one.

Data Collection will continue the third week of May in Ward 3. They will be working between the hours of 8 a.m. – 7 p.m. Monday – Saturday. Data Collectors will be wearing reflective clothing and carry badges identifying them as VGS employees and will carry written documentation from the City stating their affiliation with the project. They and their vehicles will also be registered with the Nashua Police Department and the Assessing Department. Homeowners are encouraged to ask for this identification if there are any concerns with individuals on their property. If a homeowner has a question as to the identity of a data collector, they may call the Assessing Department at (603) 589-3040 or the Nashua Police department non-emergency number (603) 594-3500.

Due to COVID 19 concerns, the City has suspended interior inspections. As the data collection continues in Nashua, data collectors go to each property and will physically inspect the **exterior only** to verify the measurements of each building. The data collector will note a building's size, age, condition, quality of construction, improvements, topography, utilities, and numerous other characteristics.

The City of Nashua and VGS fully understand the sensitivities of the interior inspection process. When the interior inspections resume, Vision will send a "call back letter" to property owners asking them to call and set up an appointment for an interior inspection.

With an understanding of security and privacy matters in today's world, both the City of Nashua and VGS wish to make the inspection process as safe and unobtrusive as possible. The data collectors will visit properties for informational purposes only. It is to everyone's advantage if the city's real estate database is as accurate as possible and everyone benefits if the information regarding their property's measurements, quality, condition, room counts, etc. is accurate. An exterior digital image will also be taken as part of this project.

If you have any questions about the revaluation process or need additional information, please contact the Assessing Department at (603) 589-3040. You may also gather more information about the project on a direct link at <https://www.nashuanh.gov/1285/2022-Full-Measure-List-Appraisal-and-Rev> located on the Assessor's page of the City website.

Sincerely,

Assessing Department
City of Nashua

<https://www.nashuanh.gov/1285/2022-Full-Measure-List-Appraisal-and-Rev>



2019-2022 Full Measure & List Appraisal and Revaluation

Project Updates & Milestones:

Important Update

City-wide Revaluation Project - Interior inspections suspended. Exterior inspections continue.

The City of Nashua continues to actively monitor the Coronavirus Disease 2019 (COVID-19) situation and is committed to the continued health and optimal safety of our residents. Based upon the recommended social distancing protocols established by the Center for Disease Control, the City amended the contract with Vision Government Solutions for the 2020-2022 Full Revaluation and suspended Interior Inspections effectively immediately. When it is safe to do so, Vision will contact the property owner by mail and schedule an interior inspection. Vision will continue to conduct exterior inspection only.

[DRA Revaluation Guidelines During COVID-19](#)
[20200316 Amendment to Cyclical Revaluation Contract](#)

Bi-Weekly Status Updates:

[March 11, 2020 Status Update](#)

[March 24, 2020 Status Update](#)

[March 31, 2020 Status Update](#)

[April 4, 2020 Status Update](#)

[April 16, 2020 Status Update](#)

[April 18, 2020 Status Update](#)

[April 25, 2020 Status Update](#)

[May 2, 2020 Status Update](#)

[May 9, 2020 Status Update](#)

[May 16, 2020 Status Update](#)

[May 23, 2020 Status Update](#)

2020-2022 Revaluation is a BTLA ordered reassessment. Please find below the Board of Tax & Land Appeals Order for Reassessment and quarterly mandated updates.

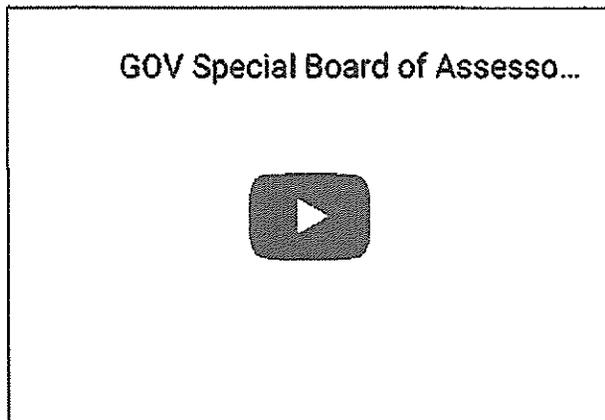
[20200407_BTLA Order for Reassessment](#)

[20200304-Joint Statement of the City of Nashua and the NH DRA](#)

[20191029_BTLA Order for Reassessment](#)

[Special Board of Assessor's Meeting on 3/2/2020 at 4pm in the Auditorium.](#)

This is a startup meeting for the Full Measure & List Revaluation. The NH DRA and Vision Government Solutions will be attending this meeting. Please see video archive below.



02/28/2020

[City of Nashua Begins Data Collection](#)

The N.H. Department of Revenue has approved the contract between The City of Nashua and Vision Government Solutions for the 2020-2022 Full Measure and List.

[2020-22-Cyclical Revaluation Approval](#)

[Proposed Cyclical Revaluation Contract BTLA Reassessment Order](#)

The contract will be submitted to the Finance Committee for approval at the February 19th meeting.

[Finance Committee Agenda 02.19.2020](#)

[Memo-20-083-2020-22-Cyclical Revaluation Contract](#)

If approved the contract will then be on the agenda for approval by the full Board of Aldermen on February 25th.

R-19-159 - BONDING RESOLUTION PASSES THE BOARD OF ALDERMEN – for a copy of the approved resolution visit <https://www.nashuanh.gov/ArchiveCenter/ViewFile/Item/6170>

Nashua issued a request for proposals (RFP), [RFP0023-092619 \(PDF\)](#), on August 28th.

On September 5th the city held a Non-Mandatory Pre-Proposal Meeting. Two firms attended: Vision Government Solutions and Tyler Technologies.

The deadline for questions to the city was September 9th and the city posted answers to all questions received on September 11th.

On September 26th all RFP Responses were due by 3PM. Proposals were received from the following appraisal firms:

[Corcoran Consulting Associates, Inc.](#) - RFP PDF
Wolfeboro Falls, NH
\$1,285,000

[Tyler Technologies](#) - RFP PDF
Moraine, OH
\$1,140,000

[KRT Appraisal](#) - RFP PDF
Haverhill, MA
\$1,400,000

[Vision Government Solutions](#) - RFP PDF
Hudson, MA
\$1,125,000

A city committee, comprised of staff from Administrative Services, Assessing, Finance, Legal, Purchasing and Economic Development, reviewed the proposals, conducted interviews and recommended the selection of Vision Government Solutions.

On Monday, October 28th the Board of Assessors held a special meeting. After review of the proposals, the Board of Assessors voted to recommend to the Board of Aldermen, the selection of Vision Government Solutions.

The city will move forward drafting a contract, consulting with Vision Government Solutions, and obtaining contract approval from the NH Department of Revenue, the Finance committee and the Board of Aldermen.

Cyclical revaluation shall commence in tax year 2019 and run through tax year 2022.



Public Notices

March 17, 2020 8:00 AM

City-wide Revaluation Project - Interior inspections suspended.
Exterior inspections continue

March 17, 2020

The City of Nashua continues to actively monitor the Coronavirus Disease 2019 (COVID-19) situation and is committed to the continued health and optimal safety of our residents. Based upon the recommended social distancing protocols established by the Center for Disease Control, the City amended the contract with Vision Government Solutions for the 2020-2022 Full Revaluation and suspended interior inspections effectively immediately. When it is safe to do so, Vision will contact the property owner by mail and schedule an interior inspection. Vision will continue to conduct exterior inspection only.

March 3, 2020

The Appraisal Firm of Vision Government Solutions has been hired by the City of Nashua to begin a City-wide Revaluation Project.

Vision staff will start data collection in Ward 1 on March 3, 2020.

With your permission, the Vision staff member will request to inspect the interior, measure the exterior of all residential and commercial properties.

Data collectors will wear reflective clothing and carry badges identifying them as Vision Government Solution employees and will carry written documentation from the City stating their affiliation with the project.

Vision Government Solution employees and their vehicles will also be registered with the Nashua Police Department and the Assessor's Office.

Tools

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Categories

[All Categories](#)

- [Announcements](#)
- [City Office Closings](#)
- [Emergency Alerts](#)
- [Engineering](#)
- [Public Notices](#)
- [Road Closing, Detours & Delays](#)
- [Solid Waste Department](#)
- [Transit Alerts](#)

This process helps assure that your assessment will be fair and based on complete and accurate information. Without such cooperation, data collectors are forced to estimate how many bedrooms, bathrooms, etc., there are in your home. For more information about this project and process please visit our website at <https://www.nashuanh.gov/1285/2022-Full-Measure-List-Appraisal-and-Rev>

[Full Measure & List Appraisal and Revaluation](#)

[◀ Previous Alert](#)

[Next Alert ▶](#)

 **Government Websites by [CivicPlus®](#)**

**CITY OF NASHUA
ASSESSING DEPARTMENT
MONTHLY MONITOR**

February 28, 2020

Volume 7

Mailing Address:
PO Box 2019
Nashua, NH 03061

Phone: 603-589-3040
Fax: 603-589-3079
Email: Assesshelp@nashuanh.gov

Hours:
Monday -Friday
8 a.m. - 5 p.m.

Website: <https://www.nashuanh.gov/150/Assessing-Department>

IMPORTANT DATES

**Board of Assessors
Meetings**

March 2nd

***SPECIAL MEETING -**

4:00 PM -

**Revaluation Start-Up
Public is Welcome**

March 5th & 19th

Regular Meeting

9:00 - 11:00 am

City Hall Auditorium

**IMPORTANT
DEADLINES**

2019 Abatelements

March 1, 2020

**Applications will be
accepted the next
business day - Monday,
March 2nd until 5 pm.**

Elderly Exemption

Solar Energy Exemption

Disabled Exemption

Blind Exemption

Veterans Exemption

April 15, 2020

The City of Nashua begins Data Collection

On Monday, March 2nd at 4 pm the City of Nashua Assessing Department and Board of Assessors will hold a Revaluation Start-Up meeting in the City Hall Auditorium. Residents are welcome to attend.

The Appraisal Firm of Vision Government Solutions has been hired by the City of Nashua to begin a City-wide Revaluation Project. Vision's Appraisal division will be working with the Assessing Department to make the process a successful one. There are five major phases to a municipal revaluation: Data Collection, Market Analysis, Valuation, Field Review and Informal and Formal Appeal Hearings. During these phases many tasks will be implemented in order to successfully complete the revaluation. Data Collection is the first phase.

Data Collection will begin the first week of March and last for approximately 24 months. Data Collectors will be working between the hours of 8 a.m. - 7 p.m. Monday - Saturday.

Data collectors will wear reflective clothing and carry badges identifying them as Vision Government Solution employees and will carry written documentation from the City stating their affiliation with the project. Vision Government Solution employees and their vehicles will also be registered with the Nashua Police Department and the Assessor's Office. Homeowners are encouraged to ask for this identification prior to admitting anyone into their homes. If a homeowner has a question as to the identity of a data collector, they may call the Nashua Assessor's Office at (603) 589-3040 or the Nashua Police department non-emergency number (603) 594-3500.

As the data collection begins in Nashua data collectors also known as "Listers" go to each property and physically inspect the interior and verify the measurements of the exterior of each building. These Listers will note a building's size, age, condition, quality of construction, improvements, topography, utilities, and numerous other characteristics both inside and out. To ensure that a home was inspected, the homeowner is asked to sign the data collection form to verify that the inspection took place. The entire process takes approximately 15 minutes for most properties.

Sales Verification Letters

The Assessing dept. will be issuing letters and questionnaires to residents who have purchased their home between October 1, 2019 and September 30, 2020. Please complete the form and return it to the assessing office or call (603)589-3040 with any questions.

Building Permit Inspections

If a building permit was issued for work on your home that requires an inspection from our office, an assessor will be stopping by.

As always, they will carry identification badges.

If you are not home when we stop by, the assessor will leave a door tag with the reason for the visit as well as information on how to contact our office.

To schedule an inspection please call our office at (603)589-3040.

With an understanding of security and privacy matters in today's world, both the City of Nashua and Vision Government Solutions wish to make the inspection process as unobtrusive as possible. The data collectors will visit properties for informational purposes only. It is to everyone's advantage if the city's real estate database is as accurate as possible and everyone benefits if the information regarding their property's measurements, quality, condition, room counts, etc. is accurate.

Digital imaging will also be taking place as part of this project. This entails taking a digital image of every property in town. This picture will then be added to the assessment database and can be printed on the property record card. This will allow property owners and the City to retrieve an image of any parcel in town.

The project is starting in March and with approximately 28,559 properties in Nashua, the data collection phase of this project is time consuming, and will take about two years to complete.

If you have any questions about the revaluation process or need additional information, please contact the Assessor's Office at (603) 589-3040.

You may also gather more information about the project on a direct link at <https://www.nashuanh.gov/1285/2022-Full-Measure-List-Appraisal-and-Rev> located on the Assessor's page of the City website.

For additional Taxpayer information on the revaluation process please visit Vision Government Solutions' website at:

<https://www.vgsi.com/taxpayer-revaluation-information/>

THE ASSESSING "MONTHLY MONITOR" :

We will be issuing updates monthly to our residents in our Monthly Newsletter.

To sign up please visit the Assessing page on the Nashua city website:

www.nashuanh.gov/assessing.

**CITY OF NASHUA
ASSESSING DEPARTMENT
MONTHLY MONITOR**

March 31, 2020

Volume 8

Mailing Address:
PO Box 2019
Nashua, NH 03061

Phone: 603-589-3040
Fax: 603-589-3079
Email: Assesshelp@nashuanh.gov

Hours:
Monday -Friday
8 a.m. - 5 p.m

Website: <https://www.nashuanh.gov/150/Assessing-Department>

IMPORTANT DATES

**Board of Assessors
Meetings**

April 16th
Regular Meeting
9:00 – 11:00 am

City Hall Auditorium
Note: In accordance with the Governor's Emergency Order, Board Members and Staff may be participating remotely. The meeting will be aired on Ch. 16.

**IMPORTANT
DEADLINES**

**Elderly Exemption
Solar Energy Exemption
Disabled Exemption
Blind Exemption
Veterans Exemption
Charitable/Religious
& Educational Exemption**
April 15, 2020
**Applications may be
mailed or placed in the
city drop box at the Elm
Street entrance of city
hall.**

**The City of Nashua Suspends Interior
Inspections**

The City of Nashua continues to actively monitor the Coronavirus Disease 2019 (COVID-19) situation and is committed to the continued health and optimal safety of our residents. Based upon the recommended social distancing protocols established by the Center for Disease Control, the City amended the contract with Vision Government Solutions for the 2020-2022 Full Revaluation and suspended interior inspections effective March 16th. When it is safe to do so, Vision will contact the property owner by mail and schedule an interior inspection. Vision will continue to conduct exterior inspection only.

Data collectors will wear reflective clothing and carry badges identifying them as Vision Government Solution employees and will carry written documentation from the City stating their affiliation with the project. Vision Government Solution employees and their vehicles will also be registered with the Nashua Police Department and the Assessor's Office. If a homeowner has a question as to the identity of a data collector, they may call the Nashua Assessor's Office at (603) 589-3040 or the Nashua Police department non-emergency number (603) 594-3500.

You may gather more information about the Full Revaluation project on a direct link at <https://www.nashuanh.gov/1285/2022-Full-Measure-List-Appraisal-and-Rev> or at the Assessing Department page of the City website. For additional Taxpayer information on the revaluation process please visit Vision Government Solutions' website at: <https://www.vgsi.com/taxpayer-revaluation-information/>

**Building
Permit
Inspections**

If a building permit was issued for work on your home that requires an inspection from our office, assessors will resume interior inspections after city hall returns to normal operations. Exterior inspections on new construction have continued where possible.

For more information please call our office at (603)589-3040.

ASSESSING DEPARTMENT OPERATING REMOTELY

NASHUA CITY HALL CLOSED 5 PM MARCH 18; ESSENTIAL SERVICES TO REMAIN AVAILABLE

Nashua city government, public health and emergency management officials continue to actively monitor and respond to the rapidly evolving COVID-19 situation. Keeping in mind the health and safety of city residents and city employees, Nashua's City Hall closed to the public beginning Wednesday, March 18 until further notice.

- Abatement applications: Contact Assessing at assesshelp@nashuanh.gov and inquiries will be responded to accordingly.
- Property Record Cards: May be sent to property owners via email; they may be requested at assesshelp@nashuanh.gov, or online at <https://assessing.nashuanh.gov/default.asp>
- Filing for and renewals of Exemptions and Credits: Information for verification or renewal can be sent by mail or dropped off in the drop box; questions can be directed to assesshelp@nashuanh.gov.
- Intents to Cut and Intents to Excavate: Can be mailed or scanned/sent to assesshelp@nashuanh.gov.
- GIS/map questions: visit our website at <https://www.nashuanh.gov/155/GIS> or email assesshelp@nashuanh.gov.

If you have any questions or need additional information, please contact the Assessor's Office at (603) 589-3040.

THE ASSESSING "MONTHLY MONITOR" :

We will be issuing updates monthly to our residents in our Monthly Newsletter.

To sign up please visit the Assessing page on the Nashua city website:

www.nashuanh.gov/assessing.

**CITY OF NASHUA
ASSESSING DEPARTMENT
MONTHLY MONITOR**

April 30, 2020

Volume 9

Mailing Address:
PO Box 2019
Nashua, NH 03061

Phone: 603-589-3040
Fax: 603-589-3079
Email: Assesshelp@nashuanh.gov

Hours:
Monday - Friday
8 a.m. - 5 p.m.

Website: <https://www.nashuanh.gov/150/Assessing-Department>

IMPORTANT DATES

**Board of Assessors
Meetings**

May 7th
Regular Meeting
9:00 – 11:00 am

Note: In accordance with the Governor's Emergency Order, Board Members and Staff will be participating remotely. The meeting will be aired on Ch. 16.

Number for someone to listen to the meeting is as follows:

**Conference Bridge Number
(978) 990-5298**

Access Code. 273974

Note: this is a listen only phone bridge

**The telephone number to call if people can't hear:
603-821-2049**

DEADLINES

Exemption Applications were due

April 15, 2020

Please call our office at 603-589-3040 with any questions.

ASSESSING DURING COVID19

The City of Nashua continues to actively monitor the Coronavirus Disease 2019 (COVID-19) situation. Keeping in mind the health and safety of city residents and city employees, Nashua's City Hall closed to the public beginning Wednesday, March 18 until further notice. Staff has continued to assist our residents and conduct the essential work of the assessing department remotely, alternating days within the office as needed.

April Assessing Metrics:

- Processing Deeds - which includes verifying property account, compare GIS with legal description and recorded plan, transferring property and verifying any exemption or credits on the property.
 - Process exemption/credit applications for 2020.
 - Called Elderly, Charitable, Religious and Educational recipients regarding reapplying for 2020 and the April 15 deadline.
 - Printing Building Permits and Property Record Cards for Vision
 - Printed 3,155 letters for Ward 2 property owners, stuffed in envelopes and majority mailed on 3/10/2020. Remainder mailed on 3.13.2020.
 - MLS and Sales Review. Data Entry for Sales Review and MLS review
 - Review of Commercial Building Permits and data entry/closing permit.
 - Field inspections to close building permits, pick up new construction and properties that have a UC Code.
 - Review and process agendas by Planning and Zoning Departments.
 - Answering inquiries from AssessHelp email.
 - Board of Assessor meeting held April 16th and scheduled for May 7th, process meeting and transcribe minutes.
 - Processing incoming Form A-9 & Form A-12's.
 - Review of Building Permits with Pictometry and update CAMA System and list for GIS Tech.
 - Training newest member of our department.
 - QC of all work done.
-
- Inspections- # Approximately 92 properties
 - Calls to office- # Approximately 163
 - Emails to office- # Approximately 90
 - Permits issued to Vision: 34 week ending 4/3; 42 week ending 4/10; 46 Permits and Property Record Cards for week ending 4/17; 51 for week ending 4/24.
 - Approximately 70 New construction, building permit and special project inspections.
 - Staff meetings held Virtually each Friday

**Building
Permit
Inspections**

If a building permit was issued for work on your home that requires an inspection from our office, please call our office to set up a phone review appointment with one of our assessors. If you receive a letter from our office we ask for your cooperation during this difficult time. The continued safety of our residents remains our first priority.

For more information please call our office at (603)589-3040.

2022 FULL MEASURE & LIST REVALUATION

Based upon the recommended social distancing protocols established by the Center for Disease Control, the City amended the contract with Vision Government Solutions for the 2020-2022 Full Revaluation and suspended interior inspections effective March 16th. When it is safe to do so, Vision will contact the property owner by mail and schedule an interior inspection. Vision will continue to conduct exterior inspections only.

You may gather more information about the Full Revaluation project on a direct link at <https://www.nashuanh.gov/1285/2022-Full-Measure-List-Appraisal-and-Rev> or at the Assessing Department page of the City website. Weekly updates from Vision Government Solutions may also be found on this page. The NH Department of Revenue Administration recently provided guidance during the COVID-19 pandemic, this document can be found on our website. In part it states:

"Assessors and Municipal Assessing Officials should devise an appropriate protocol for handling the field work - both the measure and list work and the verification under Rev 603.03(a)(3). Health and safety are always paramount concerns and even more so now, so assessors must follow the recommendations of federal and state health officials which would include that they not do field work when they have symptoms, if they have been found to be infected, or if they have been exposed to an infected person. They should maintain safe distancing, wear face masks and eye protection, wash and sanitize their hands and tools, they should not go into buildings where there are people who are sick or showing symptoms or who will not cooperate and wear face-masks. Review and follow the CDC recommendations: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>"

"Moreover, Municipal Assessing Officials may, under Rev 603.03(a)(9)(g), determine that particular properties should not be inspected if there is any reason "that the property is inaccessible." This rule can easily be applied to the current stay-at-home ordered circumstances and may be applicable in the future with respect to specific properties or property types when those orders may be relaxed. Just as the contracts and the rules currently provide for alternative method of data collection in cases where interior inspections are not possible, those methods can and should be employed when properties are not accessible due to stay at home orders or health and safety reasons. Revised protocols and contract amendments should be discussed with the Department."

THE ASSESSING "MONTHLY MONITOR" :

We will be issuing updates monthly to our residents in our Monthly Newsletter.

To sign up please visit the Assessing page on the Nashua city website:

www.nashuanh.gov/assessing.

**CITY OF NASHUA
ASSESSING DEPARTMENT
MONTHLY MONITOR**

May 30, 2020

Volume 10

Mailing Address:
PO Box 2019
Nashua, NH 03061

Phone: 603-589-3040
Fax: 603-589-3079
Email: Assesshelp@nashuanh.gov

Hours:
Monday - Friday
8 a.m. - 5 p.m.

Website: <https://www.nashuanh.gov/150/Assessing-Department>

IMPORTANT DATES

**Board of Assessors
Meetings**

June 4th
Regular Meeting
9:00 – 11:00 am

June 25th*
Regular Meeting
9:00 – 11:00 am

* Last Thursday Instead of
3rd Thursday In June to
accommodate July 1st
statutory deadline.

*Note: In accordance with
the Governor's Emergency
Order, Board Members
and Staff will be
participating remotely.
The meeting will be aired
on Ch. 16.*

Number for someone to
listen to the meeting is as
follows:

Conference Bridge Number
(978) 990-5298

Access Code: 273974

Note: This is a listen only
phone bridge
The telephone number to
call if people can't hear:
603-821-2049

**New Assessing Temporary COVID19 Procedures
Building Permits & Abatements**

Due to the Covid-19 pandemic the Board of Assessors, on May 21st, approved temporary procedures for the inspection of properties that have open building permits and those properties whose owners filed for abatements.

Building Permits: In lieu of conducting interior inspections following improvements described in building permits, we are mailing homeowners a questionnaire that they can answer, sign and return to the Assessing Department in the self-addressed envelope provided. We also ask that, if possible, homeowners provide photos of the work completed. Photos of interior work can be emailed to us at assesshelp@nashuanh.gov, please be sure to include your name address & account number. Once this signed form is returned, an assessor will contact you via telephone to review the information about your property.

Exterior inspections will be conducted in the usual manner. Assessors will inspect the exterior of any additions, wood decks, inground pools, etc., and take necessary measurements.

Abatements: Residents who filed for an abatement of their 2019 property tax will also receive a questionnaire to be filled out, along with a copy of their property record card and a self-addressed envelope. Residents need to review their property record card to verify the information on it, fill out the questionnaire, then return the questionnaire in the envelope provided. It is important that this questionnaire be returned to the Assessing Department **as soon as possible** so that the abatement application can be processed. An assessor will contact you via telephone to review all information about your property and also inform the resident the approximate time they will conduct an exterior inspection only.

Residents are encouraged to contact the Assessing Department at (603) 589-3040 or email them at assesshelp@nashuanh.gov, if they have any questions or need help with the questionnaires.

FY2020-2022 Full Measure & List Update

Based upon the recommended social distancing protocols established by the Center for Disease Control, the City amended the contract with Vision Government Solutions for the 2020-2022 Full Revaluation and suspended interior inspections effective March 16th. When it is safe to do so, Vision will contact the property owner by mail and schedule an interior inspection. Vision will continue to conduct exterior inspections only. You may gather more information about the Full Revaluation project on a direct link at <https://www.nashuanh.gov/1285/2022-Full-Measure-List-Appraisal-and-Rev-or-at-the-Assessing-Department-page-of-the-City-website>. Weekly updates from Vision Government Solutions may also be found on this page.

Exemption and Credits Update

The City of Nashua continues to actively monitor the evolving health situation regarding the COVID-19 Pandemic and is deeply committed to the health and safety of our residents. Based on recommended social distancing protocols established by the Center for Disease Control, our office is modifying the way we gather information to process 2020 Exemption Applications. If you have applied for an exemption through the Assessing Department, forms that need to be signed by applicants for any credit or exemption they have applied for will be mailed out. Please respond promptly by signing and returning the forms to us as soon as possible.

July 1st Deadline

The Assessing Department is currently working diligently on applications received for the Elderly, Disabled, Blind, Solar, Improvements for Persons with Disabilities, Charitable, Religious and Educational exemptions, and Veterans' Credits. These applicants will get a response, by way of Form PA-35 by July 1, 2020. This letter will state whether or not the application was approved. Abatement applicants will receive a status letter. The tax bill that is due on July 1st is still due then. Please make sure to pay it before July 1st in order to avoid any interest accrual. If approved the exemption/credit will be applied on the December tax bill and the tax office will refund any overpayment, if warranted, will be done after the December tax bills go out.

Address Changes

Mailing address changes can be made by the current owner by contacting the Assessing Department in writing. There is a form on our website, <https://www.nashuanh.gov/173/Change-of-Address>, or a simple address change letter with the property address, account number phone number and new mailing address. Please make sure that the property owner's signature is included. These may be submitted via email at assasshelp@nashuanh.gov, mailed to City of Nashua, Assessing Department, PO Box 2019, Nashua, NH, 03061-2019 or faxed to 603-589-3079.

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www.nashuanh.gov/assessing.



THE CITY OF NASHUA

Administrative Services Division

Assessing Department

"The Gate City"

Board of Assessor Online Meeting for June 4, 2020 Agenda

An online meeting of the Board of Assessors is scheduled for Thursday, June 4, 2020 at 9:00 AM via WebEx meeting.

Number for someone to *listen to the meeting* is as follows:

Conference Bridge Number (978) 990-5298

Access Code 273974

Note: this is a listen only phone bridge

The telephone number to call if people can't hear: 603-821-2049

- **Ninth Meeting of 2020.**
- **Motion:**
 - To approve the minutes of the non-public and public Board of Assessors meetings from May 21st, 2020.
- **New Business:**
 - Ms. Kimberly Kleiner, Administrative Services Director – Division Update
 - Corporation Counsel – BTLA decisions
 - 2020-2022 Revaluation Project Update – June Perry – Vision Government Solutions
- **Communications:**
 - None
- **Staff Items:**
 - Amanda Mazerolle – Credits
 - Lynn Cameron – Charitable Exemptions
 - Gary Turgiss – Abatements
- **Unfinished Business:**
 - None
- **Appointment:**
 - None
- **Comments by Members of the Board**
- **Non-Public Session**

Nashua, NH
Revaluation Documentation

Suspension of Interior Inspections

NH Department of Revenue Guidance
Amendment to contract with Vision Govt
Solutions

Press Release to the Public and Media

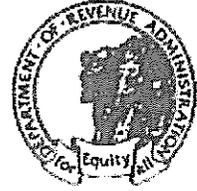


Lindsay M. Stepp
Commissioner

Carolynn J. Lear
Assistant Commissioner

State of New Hampshire Department of Revenue Administration

109 Pleasant Street
PO Box 487, Concord, NH 03302-0487
Telephone (603) 230-5000
www.revenue.nh.gov



MUNICIPAL AND PROPERTY
DIVISION
James P. Gerry
Director

Samuel T. Greene
Assistant Director

GUIDANCE REGARDING 2020 REVALUATION REQUIREMENTS DURING COVID-19

4.27.2020

Pursuant to RSA 21-J:3 I, V, and VI, the Department offers the following information to municipalities regarding scheduled 2020 revaluations. Furthermore, the Department is reporting on the current progress that municipalities and assessors have made in achieving these statutory and constitutional requirements. Finally, the Department is clarifying the various options available to Municipalities and Assessors in completing these revaluations.

1.

New Hampshire Constitution Part II, Article 6 requires communities to perform revaluations at least as often as every 5 years:

[Valuation and Taxation.] The public charges of government, or any part thereof, may be raised by taxation upon polls, estates, and other classes of property, including franchises and property when passing by will or inheritance; and there shall be a valuation of the estates within the state taken anew once in every five years, at least, and as much oftener as the general court shall order.

Furthermore, RSA 75:8-a provides:

75:8-a Five-Year Valuation. – The assessors and/or selectmen shall reappraise all real estate within the municipality so that the assessments are at full and true value at least as often as every fifth year

The importance of regular revaluations is also a cornerstone to the NH Supreme Court's decision *Sirrell v. State of New Hampshire*, 146 N.H. 364 (2001). Proportionality and equity in property taxation requires that everyone pays taxes based on the value of their property, and town-wide revaluations reset all properties to market value on a regular basis. Annual equalization apportions municipalities within a school district, a county and the State on an annual basis but does not account for fluctuations in value between neighborhoods and property types within a town created by market demand dynamics. As the Court reasoned in *Sirrell*, "Taxes must not

merely be 'proportional, but in due proportion, so that each individual's just share, and no more, shall fall upon him.' because otherwise "any one's payment of less than his share leaves more than their shares to be paid by his neighbors, his non-payment of his full share is a violation of their constitutional right." *Sirrell*, 146 N.H. at 370.

It remains the Department's position that communities scheduled to perform their 5-year revaluations in 2020 must continue to comply with this constitutional requirement. As such, it should also be noted that the Department has the responsibility to petition the BTLA whenever a municipality has not completed a lawful revaluation at least every five years. See RSA 21-J:3, XXV and RSA 71-B:16, V.

2.

As of April 24, 2020 there are approximately 60 municipalities scheduled to perform town-wide revaluations that will satisfy their required "values anew" for the 2020 tax year. The Department monitors revaluation work throughout the state and every community required to perform a revaluation in 2020 is somewhere in the process of achieving compliance. The Department reviews all assessing contracts prior to their execution. Based on documentation received by the Department, a couple of towns are still in the process of reviewing Requests for Proposals and a few municipalities are submitting, or making changes to already submitted contracts. These changes are being made to limit face-to-face inspection requirements with property owners and/or for fiscal reasons.

To date, the Department has had conversations with representatives of six communities in the State who have concerns about conducting a 2020 revaluation. All, to the Department's knowledge, are moving forward with revised revaluation plans. See item 3.

It should be recognized that there are contract assessors and municipal staff assessors who have negotiated and executed contracts with communities; held pre-revaluation meetings with the Department and municipality; collected and/or qualified sales data from the past 1-2 years; analyzed sales data to develop value benchmarks for all properties in the municipality; and are otherwise "in the midst of the process."

3.

There are several options recognized by the Rev 600 rules for town-wide revaluations which meet the constitutional and statutory obligations noted above.

In decreasing order of work and complexity they are as follows:

Rev 601.24 "Full revaluation" means the revaluation of all taxable and nontaxable properties in a municipality, with a complete measure and listing of all taxable and nontaxable properties to occur at the same time of the establishment of the new base

year, to arrive at full and true value as of April 1. The term includes "full reappraisal" and "full reassessment."

Rev 601.16 "Cyclical revaluation" means the process of combining a full statistical revaluation of the entire municipality with a cyclical inspection process. (See also: Rev 601.15 "Cyclical inspection" means the process of a systematic measure and listing of all properties within a municipality over a specified period of time. The term includes "data collection" and "data verification.")

Rev 601.25 "Full statistical revaluation" means the process of a revaluation of all taxable and nontaxable properties in a municipality, using existing property data, to arrive at full and true value as of April 1. The term includes "statistical update" and "statistical reassessment."

A few communities this year, that were planning on performing a Full Revaluation with a full measure and list of all properties prior to setting values, for fiscal or social distancing reasons have decided that this is not a good environment in which to perform this type of extensive project. Instead, they are scaling back to more manageable full statistical revaluations, recognizing that comprehensive measure and list fieldwork can be performed over the course of one or more future years. However, for communities that have already had contracts approved for full revaluation, those contracts and the Rev 600 rules require measure and list. In addition, for those communities that have contracted for full statistical revaluations, those contracts and Rev 600 rules require a measure and list of sales used to support the statistical model.

For those communities conducting Cyclical Revaluations and that have been performing cyclical property inspections, over the past 2, 3, 4, 5 years, for instance, have typically completed their inspections prior to the revaluation year. "Callbacks" for property owners who have requested interior inspections, or any other cyclical inspections not already performed can be postponed or managed with appropriate safe-distancing as discussed below.

Essentially, what is minimally required to be performed at least as often as every five years is a Full Statistical Revaluation (sometimes referred to as an 'Update'). What can this look like in this time requiring social distancing? It requires the qualification and measure and list of sale properties. Specifically, sales qualification requires determining which sales in the municipality from the past one-to-two years (typically) were arm's length, open market sales. In order to qualify these sales, assessors can utilize a multiple listing service (MLS), PA-34 forms, telephonic interviews and deed information. All of these sales qualification methods can be performed without face-to-face contact. Rev 603.03(a), however, also requires interior and/or exterior inspection of the qualified sale property—a measure and list. Assessors and Municipal Assessing Officials should devise an appropriate protocol for handling the field work – both the measure and list work and the verification under Rev 603.03(a)(3). Health and safety are always paramount concerns and even more so now, so assessors must follow the recommendations of federal and state health officials which would include that they not do field work when they have symptoms, if they have been found to be infected, or if they have been exposed to an infected person. They should maintain safe distancing, wear face masks and eye protection, wash and

sanitize their hands and tools, they should not go into buildings where there are people who are sick or showing symptoms or who will not cooperate and wear face-masks. Review and follow the CDC recommendations: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>

Moreover, Municipal Assessing Officials may, under Rev 603.03(a)(9)(g), determine that particular properties should not be inspected if there is any reason "that the property is inaccessible." This rule can easily be applied to the current stay-at-home ordered circumstances and may be applicable in the future with respect to specific properties or property types when those orders may be relaxed. Just as the contracts and the rules currently provide for alternative methods of data collection in cases where interior inspections are not possible, those methods can and should be employed when properties are not accessible due to stay at home orders or health and safety reasons. Revised protocols and contract amendments should be discussed with the Department.

Once sales have been qualified and measured and listed, the process of establishing values is analytical and utilizes, in most cases, the assessor's remote access/use of the computer assisted mass appraisal (CAMA) system. The remaining process is largely "distant" from taxpayers. Once preliminary values have been established, a final field (or desk) review is performed to make sure that values have been consistently applied property-to-property, neighborhood-to-neighborhood. A field review is usually performed on a "windshield" or "drive-up" basis and usually does not require contact with a property occupant.

The last step of a revaluation is typically an informal hearing process. The process provides the property owner with the opportunity to go over the property record card with the assessor or to otherwise ask questions about value or the process. Phone interviewers, web-based interactive meetings, or in-person, masked, interviews as late in the process as possible might be reasonable solutions to social distancing during the pandemic period. Again, if this is the case, the Department recommends that a standard operating procedure be decided upon between the municipality and the assessor and communicated to the Department via a revised contract addendum or in-house work plan.


Sam Greene, Assistant Director

**AMENDMENT TO THE CONTRACT
FOR THE CYCLICAL REVALUATION CONTRACT BTLA REASSESSMENT ORDER
LOCATED WITHIN THE CORPORATE LIMITS OF
NASHUA, NEW HAMPSHIRE**

THIS AMENDMENT made and entered into this 16th day of March, 2020 by and between the CITY OF NASHUA, a municipal corporation having its territorial limits within the County of Hillsborough, State of New Hampshire, acting by and through its Mayor having been so duly authorized, hereinafter termed the "CITY"; and VISION GOVERNMENT SOLUTIONS, INC. , a Massachusetts corporation with a principal place of business at 1 Cabot Road, Hudson, MA 01749, hereinafter termed "VISION" or "CONTRACTOR," hereby amends the contract titled, "Cyclical Revaluation Contract BTLA Reassessment Order within the Corporate Limits of Nashua, New Hampshire" dated February 25, 2020 and executed by and between the parties ("Agreement"). The parties agree to "temporarily" change the data collection procedures within section 3.1.3 of the Agreement. The parties agree that the Agreement and its Exhibits, Schedules and other attachments shall remain in full force and effect unless specifically modified herein.

As used in this Amendment "Restricted Period" shall mean that period of time as determined by the Mayor of Nashua during which prudence suggests that special precautions be taken to prevent the spread of the novel corona virus.

Section 3.1.3 of the Agreement is modified as follows:

3.1.3 During the Restricted Period, Contractor shall only make an exterior inspection of the property, and shall make a note with the date of the visit to the property. Following the Mayor's determination that the Restricted Period has ended Contractor shall send a letter to the property owner of property having received an exterior inspection during the Restricted Period requesting that the property owner call the Contractor's designee, within a stated time frame as agreed upon by the municipal assessing officials and Contractor, to arrange for an interior inspection. Contractor shall at all times comply with the recommended social distancing protocols established by the Center for Disease Control.

Following the conclusion of the Restricted Period the original provisions of Section 3.1.3 of the Agreement shall apply to all property not yet inspected.

IN WITNESS WHEREOF, the CITY OF NASHUA, New Hampshire and VISION have executed this amendment on the date first above-mentioned by their duly authorized officers.

VISION GOVERNMENT SOLUTIONS, INC.

1113001

Signature

Kevin Balock, CFO

Print Name and Title

CITY OF NASHUA, NEW HAMPSHIRE

James W. Donovan

Signature

James W. Donovan

Print Name and Title

Mayor



THE CITY OF NASHUA

*Administrative Services Division
Assessing Department
229 Main Street, PO Box 2019
Nashua, NH 03061-2019*

"The Gate City"

603-589-3040
Fax: 603-589-3079

FOR IMMEDIATE RELEASE: March 16, 2020

Contact: Kim Kleiner, Administrative Services Director

(603) 589-3025

kleinerk@nashuanh.gov

The City of Nashua Temporarily suspends Interior Inspections

The City of Nashua continues to actively monitor the Coronavirus Disease 2019 (COVID-19) situation and is committed to the continued health and optimal safety of our residents. Based upon the recommended social distancing protocols established by the Center for Disease Control, the City amended the contract with Vision Government Solutions for the 2020-2022 Full Revaluation and suspended interior inspections effectively immediately.

As the data collection continues in Nashua, data collectors will go to each property and will physically inspect the exterior only, to verify the measurements of each building. The data collector will note a building's size, age, condition, quality of construction, improvements, topography, utilities, and numerous other characteristics.

Nashua will continue to suspend all interior inspections, until the Nashua Department of Public Health and local officials have advised that special precautions to limit the exposure of the novel corona virus are no longer necessary.

Once the restrictions are lifted, Vision Government Solutions will send a letter to the property owner of properties having received an exterior inspection during this period requesting that the property owner call to arrange for an interior inspection.

If you have any questions about the revaluation process or need additional information, please contact the Assessor's Office at (603) 589-3040. You may also gather more information about the project on a direct link at <https://www.nashuanh.gov/1285/2022-Full-Measure-List-Appraisal-and-Rev> located on the Assessor's page of the City website.

For more information on Coronavirus Disease 2019 (COVID-19), please visit the city website, <https://www.nashuanh.gov/1332/COVID-19>.

Nashua, NH
Revaluation Documentation
Vision Government Solutions
Project Status Reports



Project Status Report
From June Perry
City of Nashua NH
Date: March 11, 2020

CODE	TASK
100	Bonding, Office Set-up, Project Set-up, Public Relations
200	Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry
300	Residential Valuation
400	Commercial/Industrial Valuation
500	Residential Field Review, Data Entry
600	Commercial/Industrial Field review, Income Production, Reconcile Cost and Income
700	Digital Imaging, Documentation
900/ 1000	Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill

Task 100/200

- Bonding is complete. GIS maps have been provided. Building permits are being completed by the City through April 1, 2020. Vision is responsible for building permits through April 1, 2022.
- Public Relations will be on going throughout the project, with on-going sample press releases provided, and meetings available upon request.
- Updates will be provided throughout the project.
- The initial startup meeting with the Board and DRA was March 2, 2020 at City Hall.

 **VISION**
GOVERNMENT SOLUTIONS

- Project commenced March 3rd, 2020.
- Data Collection guidelines have been completed. Lister's information has been completed and the police department has been informed of all aspects of the data collection phase of the revaluation.
- Data entry will be ongoing throughout the project, commencing after June 2020.
- Usernames and passwords have been assigned, and will have people associated with them as we move closer to starting the data entry.
- Daily communication with the Assessor's office is on-going concerning the progress of the data collection as well as any issues to be addressed.
- Rick Kulp is the onsite Projects Staff Appraiser.

- Ward 1 Property record cards have been printed.
- Ward 2 is scheduled to be printed next.
- Images are being taken and will coincide with production numbers.
- **The database is live in Nashua NH**

- Data collection has started in Ward 1
Ward 1 count 3,869

The following is the measure and listing numbers accountable as of March 7, 2020

Total Residential Improved Parcel Count 25,605

Measures	210
Total Interior Inspections	83
Refusals to Date - Partial/Full	7/7

Total Measures with refusal	217/97
Entry Rate	39 %
Entry rate with refusals	45 %

Total Percent Complete Measured .08%

Appointments to date

VISION
GOVERNMENT SOLUTIONS

Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0
Total Interior Inspections 0
Entry Rate 0%

Total Percent Complete Measured 0%

Refusals to Date 0

Task 300/400

- Residential valuation is scheduled to commence in 2022.
- Preliminary analysis in 2022
- Income and Expense forms are being sent out by the Assessor's office.

Task 500/600

- Field review is scheduled to be completed in 2022.

Task 900

- **The following timetable is for the hearing phase of the job through the project's completion.**
- Impact notice mailing no later than July 2022.
- Appointments taken for hearings scheduled for July/August 2022.
- Hearings scheduled for July/August 2022.
- Second Impact Notices mailed by August 2022.
- Project Completed by September 1, 2022.

If you should have any questions, please do not hesitate to call.

Sincerely,

June Perry
Project Manager
508-351-3634



**Project Status Report
From June Perry
City of Nashua NH
Date: March 28, 2020**

CODE	TASK
100	Bonding, Office Set-up, Project Set-up, Public Relations
200	Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry
300	Residential Valuation
400	Commercial/Industrial Valuation
500	Residential Field Review, Data Entry
600	Commercial/Industrial Field review, Income Production, Reconcile Cost and Income
700	Digital Imaging, Documentation
900/ 1000	Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill

Task 100/200

- Bonding is complete. GIS maps have been provided. Building permits are being completed by the City through April 1, 2020. Vision is responsible for building permits through April 1, 2022.
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GOVERNMENT SOLUTIONS

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 - Rick Kulp is the onsite Projects Staff Appraiser.
-
- Ward 1 Property record cards have been printed.
 - Ward 2 Property record cards have also been printed.
 - Images are being taken and will coincide with production numbers.
 - **The database is live in Nashua NH**
-
- Data collection has started in Ward 1
Ward 1 count 3,869

The following is the measure and listing numbers accountable as of March 28, 2020

Total Residential Improved Parcel Count 25,605

Measures	1559
Total Interior Inspections	167
Refusals to Date - Partial/Full	7/48

Total Measures with refusal 1607

Total Percent Complete Measured 6 %

Appointments to date



Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0
Total Interior Inspections 0
Entry Rate 0%

Total Percent Complete Measured 0%

Refusals to Date 0

Task 300/400

- Residential valuation is scheduled to commence in 2022.
- Preliminary analysis in 2022
- Income and Expense forms are being sent out by the Assessor's office.

Task 500/600

- Field review is scheduled to be completed in 2022.

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- Hearings scheduled for July/August 2022.
- Second Impact Notices mailed by August 2022.
- Project Completed by September 1, 2022.

If you should have any questions, please do not hesitate to call.

Sincerely,

June Perry
Project Manager
508-351-3634



Project Status Report
From June Perry
City of Nashua NH
Date: April 4, 2020

CODE	TASK
100	Bonding, Office Set-up, Project Set-up, Public Relations
200	Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry
300	Residential Valuation
400	Commercial/Industrial Valuation
500	Residential Field Review, Data Entry
600	Commercial/Industrial Field review, Income Production, Reconcile Cost and Income
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GOVERNMENT SOLUTIONS

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- **The database is live in Nashua NH**

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Ward 1 count 3,869

The following is the measure and listing numbers accountable as of April 4, 2020

Total Residential Improved Parcel Count 25,605

Measures	2013
Total Interior Inspections	172
Refusals to Date - Partial/Full	7/65
Total Measures with refusal	2078

Total Percent Complete Measured 8 %

Appointments to date



Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0
Total Interior Inspections 0
Entry Rate 0%

Total Percent Complete Measured 0%

Refusals to Date 0

Task 300/400

- Residential valuation is scheduled to commence in 2022.
- Preliminary analysis in 2022
- Income and Expense forms are being sent out by the Assessor's office.

Task 500/600

- Field review is scheduled to be completed in 2022.

Task 900

- **The following timetable is for the hearing phase of the job through the project's completion.**
- Impact notice mailing no later than July 2022.
- Appointments taken for hearings scheduled for July/August 2022.
- Hearings scheduled for July/August 2022.
- Second Impact Notices mailed by August 2022.
- Project Completed by September 1, 2022.

If you should have any questions, please do not hesitate to call.

Sincerely,

June Perry
Project Manager
508-351-3634



**Project Status Report
From June Perry
City of Nashua NH
Date: April 16, 2020**

CODE	TASK
100	Bonding, Office Set-up, Project Set-up, Public Relations
200	Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry
300	Residential Valuation
400	Commercial/Industrial Valuation
500	Residential Field Review, Data Entry
600	Commercial/Industrial Field review, Income Production, Reconcile Cost and Income
700	Digital Imaging, Documentation
900/ 1000	Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill

Task 100/200

- Bonding is complete. GIS maps have been provided. Building permits are being completed by the City through April 1, 2020. Vision is responsible for building permits through April 1, 2022.
- Public Relations will be on going throughout the project, with on-going sample press releases provided, and meetings available upon request.
- Updates will be provided throughout the project.
- The initial startup meeting with the Board and DRA was March 2, 2020 at City Hall.

 **VISION**
GOVERNMENT SOLUTIONS

- Project commenced March 3rd, 2020.
- Data Collection guidelines have been completed. Lister's information has been completed and the police department has been informed of all aspects of the data collection phase of the revaluation.
- Data entry will be ongoing throughout the project, commencing after June 2020.
- Usernames and passwords have been assigned, and will have people associated with them as we move closer to starting the data entry.
- Daily communication with the Assessor's office is on-going concerning the progress of the data collection as well as any issues to be addressed.
- Rick Kulp is the onsite Projects Staff Appraiser.

- Ward 1 Property record cards have been printed.
- Ward 2 Property record cards have also been printed.
- Images are being taken and will coincide with production numbers.
- **The database is live in Nashua NH**

- Data collection has started in Ward 1
Ward 1 count 3,869 – C/I/E not started as of yet @380
Ward 2 count 3,478

The following is the measure and listing numbers accountable as of April 11, 2020

Total Residential Improved Parcel Count 25,605

Measures	3138
Total Interior Inspections	172
Refusals to Date - Partial/Full	7/65

Total Measures with refusal 3224

Total Percent Complete Measured 12 %

Appointments to date


GOVERNMENT SOLUTIONS

Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0
Total Interior Inspections 0
Entry Rate 0%

Total Percent Complete Measured 0%

Refusals to Date 0

Task 300/400

- Residential valuation is scheduled to commence in 2022.
- Preliminary analysis in 2022
- Income and Expense forms are being sent out by the Assessor's office.

Task 500/600

- Field review is scheduled to be completed in 2022.

Task 900

- The following timetable is for the hearing phase of the job through the project's completion.
- Impact notice mailing no later than July 2022.
- Appointments taken for hearings scheduled for July/August 2022.
- Hearings scheduled for July/August 2022.
- Second Impact Notices mailed by August 2022.
- Project Completed by September 1, 2022.

If you should have any questions, please do not hesitate to call.

Sincerely,

June Perry
Project Manager
508-351-3634



**Project Status Report
From June Perry
City of Nashua NH
Date: April 25, 2020**

CODE	TASK
100	Bonding, Office Set-up, Project Set-up, Public Relations
200	Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry
300	Residential Valuation
400	Commercial/Industrial Valuation
500	Residential Field Review, Data Entry
600	Commercial/Industrial Field review, Income Production, Reconcile Cost and Income
700	Digital Imaging, Documentation
900/ 1000	Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill

Task 100/200

- Bonding is complete. GIS maps have been provided. Building permits are being completed by the City through April 1, 2020. Vision is responsible for building permits through April 1, 2022.
- Public Relations will be on going throughout the project, with on-going sample press releases provided, and meetings available upon request.
- Updates will be provided throughout the project.
- The initial startup meeting with the Board and DRA was March 2, 2020 at City Hall.

 **VISION**
GOVERNMENT SOLUTIONS

- Project commenced March 3rd, 2020.
- Data Collection guidelines have been completed. Lister's information has been completed and the police department has been informed of all aspects of the data collection phase of the revaluation.
- Data entry will be ongoing throughout the project, commencing after June 2020.
- Usernames and passwords have been assigned, and will have people associated with them as we move closer to starting the data entry.
- Daily communication with the Assessor's office is on-going concerning the progress of the data collection as well as any issues to be addressed.
- Rick Kulp is the onsite Projects Staff Appraiser.

- Ward 1 Property record cards have been printed.
- Ward 2 Property record cards have also been printed.
- Images are being taken and will coincide with production numbers.
- **The database is live in Nashua NH**

- Data collection has started in Ward 1
Ward 1 count 3,869 – C/I/E not started as of yet @380
Ward 2 count 3,478

The following is the measure and listing numbers accountable as of April 25, 2020

Total Residential Improved Parcel Count 25,605

Measures	4342
Total Interior Inspections	172
Refusals to Date - Partial/Full	7/77

Total Measures with refusal 4419

Total Percent Complete Measured 17 %

Appointments to date


GOVERNMENT SOLUTIONS

Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0
Total Interior Inspections 0
Entry Rate 0%

Total Percent Complete Measured 0%

Refusals to Date 0

Task 300/400

- Residential valuation is scheduled to commence in 2022.
- Preliminary analysis in 2022
- Income and Expense forms are being sent out by the Assessor's office.

Task 500/600

- Field review is scheduled to be completed in 2022.

Task 900

- **The following timetable is for the hearing phase of the job through the project's completion.**
- Impact notice mailing no later than July 2022.
- Appointments taken for hearings scheduled for July/August 2022.
- Hearings scheduled for July/August 2022.
- Second Impact Notices mailed by August 2022.
- Project Completed by September 1, 2022.

If you should have any questions, please do not hesitate to call.

Sincerely,

June Perry
Project Manager
508-351-3634



**Project Status Report
From June Perry
City of Nashua NH
Date: May 2, 2020**

CODE	TASK
100	Bonding, Office Set-up, Project Set-up, Public Relations
200	Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry
300	Residential Valuation
400	Commercial/Industrial Valuation
500	Residential Field Review, Data Entry
600	Commercial/Industrial Field review, Income Production, Reconcile Cost and Income
700	Digital Imaging, Documentation
900/ 1000	Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill

Task 100/200

- Bonding is complete. GIS maps have been provided. Building permits are being completed by the City through April 1, 2020. Vision is responsible for building permits through April 1, 2022.
- Public Relations will be on going throughout the project, with on-going sample press releases provided, and meetings available upon request.
- Updates will be provided throughout the project.
- The initial startup meeting with the Board and DRA was March 2, 2020 at City Hall.

 **VISION**
GOVERNMENT SOLUTIONS

- Project commenced March 3rd, 2020.
- Data Collection guidelines have been completed. Lister's information has been completed and the police department has been informed of all aspects of the data collection phase of the revaluation.
- Data entry will be ongoing throughout the project, commencing after June 2020.
- Usernames and passwords have been assigned, and will have people associated with them as we move closer to starting the data entry.
- Daily communication with the Assessor's office is on-going concerning the progress of the data collection as well as any issues to be addressed.
- Rick Kulp is the onsite Projects Staff Appraiser.

- Ward 1 Property record cards have been printed.
- Ward 2 Property record cards have also been printed.
- Images are being taken and will coincide with production numbers.
- **The database is live in Nashua NH**

- Data collection has started in Ward 1
Ward 1 count 3,869 – C/I/E not started as of yet @380
Ward 2 count 3,478

The following is the measure and listing numbers accountable as of May 2, 2020

Total Residential Improved Parcel Count 25,605

Measures	5004
Total Interior Inspections	172
Refusals to Date - Partial/Full	7/77

Total Measures with refusal 5081

Total Percent Complete Measured 19 %

Appointments to date



Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0
Total Interior Inspections 0
Entry Rate 0%

Total Percent Complete Measured 0%

Refusals to Date 0

Building permits measured to date 63

Task 300/400

- Residential valuation is scheduled to commence in 2022.
- Preliminary analysis in 2022
- Income and Expense forms are being sent out by the Assessor's office.

Task 500/600

- Field review is scheduled to be completed in 2022.

Task 900

- **The following timetable is for the hearing phase of the job through the project's completion.**
- Impact notice mailing no later than July 2022.
- Appointments taken for hearings scheduled for July/August 2022.
- Hearings scheduled for July/August 2022.
- Second Impact Notices mailed by August 2022.
- Project Completed by September 1, 2022.

If you should have any questions, please do not hesitate to call.

Sincerely,

June Perry
Project Manager
508-351-3634



Project Status Report
From June Perry
City of Nashua NH
Date: May 9, 2020

CODE	TASK
100	Bonding, Office Set-up, Project Set-up, Public Relations
200	Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry
300	Residential Valuation
400	Commercial/Industrial Valuation
500	Residential Field Review, Data Entry
600	Commercial/Industrial Field review, Income Production, Reconcile Cost and Income
700	Digital Imaging, Documentation
900/ 1000	Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill

Task 100/200

- Bonding is complete. GIS maps have been provided. Building permits are being completed by the City through April 1, 2020. Vision is responsible for building permits through April 1, 2022.
- Public Relations will be on going throughout the project, with on-going sample press releases provided, and meetings available upon request.
- Updates will be provided throughout the project.
- The initial startup meeting with the Board and DRA was March 2, 2020 at City Hall.

 **VISION**
GOVERNMENT SOLUTIONS

- Project commenced March 3rd, 2020.
- Data Collection guidelines have been completed. Lister's information has been completed and the police department has been informed of all aspects of the data collection phase of the revaluation.
- Data entry will be ongoing throughout the project, commencing after June 2020.
- Usernames and passwords have been assigned, and will have people associated with them as we move closer to starting the data entry.
- Daily communication with the Assessor's office is on-going concerning the progress of the data collection as well as any issues to be addressed.
- Rick Kulp is the onsite Projects Staff Appraiser.

- Ward 1 Property record cards have been printed.
- Ward 2 Property record cards have been printed.
- Ward 3 Property record cards have been printed.
- Images are being taken and will coincide with production numbers.
- **The database is live in Nashua NH**

- Data collection has started in Ward 1
Ward 1 count 3,869 – C/I/E not started as of yet @380
Ward 2 count 3,478
Ward 3 count 2,845

The following is the measure and listing numbers accountable as of May 9, 2020

Total Residential Improved Parcel Count 25,605

Measures	5568
Total Interior Inspections	172
Refusals to Date - Partial/Full	7/77

Total Measures with refusal 5645

Total Percent Complete Measured 22 %

Appointments to date



Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0
Total Interior Inspections 0
Entry Rate 0%

Total Percent Complete Measured 0%

Refusals to Date 0

Building permits measured to date 89

Task 300/400

- Residential valuation is scheduled to commence in 2022.
- Preliminary analysis in 2022
- Income and Expense forms are being sent out by the Assessor's office.

Task 500/600

- Field review is scheduled to be completed in 2022.

Task 900

- **The following timetable is for the hearing phase of the job through the project's completion.**
- Impact notice mailing no later than July 2022.
- Appointments taken for hearings scheduled for July/August 2022.
- Hearings scheduled for July/August 2022.
- Second Impact Notices mailed by August 2022.
- Project Completed by September 1, 2022.

If you should have any questions, please do not hesitate to call.

Sincerely,

June Perry
Project Manager
508-351-3634



Project Status Report
From June Perry
City of Nashua NH
Date: May16, 2020

CODE	TASK
100	Bonding, Office Set-up, Project Set-up, Public Relations
200	Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry
300	Residential Valuation
400	Commercial/Industrial Valuation
500	Residential Field Review, Data Entry
600	Commercial/Industrial Field review, Income Production, Reconcile Cost and Income
700	Digital Imaging, Documentation
900/ 1000	Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill

Task 100/200

- Bonding is complete. GIS maps have been provided. Building permits are being completed by the City through April 1, 2020. Vision is responsible for building permits through April 1, 2022.
- Public Relations will be on going throughout the project, with on-going sample press releases provided, and meetings available upon request.
- Updates will be provided throughout the project.
- The initial startup meeting with the Board and DRA was March 2, 2020 at City Hall.

 **VISION**
GOVERNMENT SOLUTIONS

- Project commenced March 3rd, 2020.
- Data Collection guidelines have been completed. Lister's information has been completed and the police department has been informed of all aspects of the data collection phase of the revaluation.
- Data entry will be ongoing throughout the project, commencing after June 2020.
- Usernames and passwords have been assigned, and will have people associated with them as we move closer to starting the data entry.
- Daily communication with the Assessor's office is on-going concerning the progress of the data collection as well as any issues to be addressed.
- Rick Kulp is the onsite Projects Staff Appraiser.

- Ward 1 Property record cards have been printed.
- Ward 2 Property record cards have been printed.
- Ward 3 Property record cards have been printed.
- Images are being taken and will coincide with production numbers.
- **The database is live in Nashua NH**

- Data collection
Ward 1 count 3,869 – C/I/E not started as of yet
Ward 2 count 3,478
Ward 3 count 2,845

The following is the measure and listing numbers accountable as of May 16, 2020

Total Residential Improved Parcel Count 25,605

Measures	6204
Total Interior Inspections	172
Refusals to Date - Partial/Full	7/77

Total Measures with refusal 6281

Total Percent Complete Measured 24 %

Appointments to date



Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0
Total Interior Inspections 0
Entry Rate 0%

Total Percent Complete Measured 0%

Refusals to Date 0

Building permits measured to date 118

Task 300/400

- Residential valuation is scheduled to commence in 2022.
- Preliminary analysis in 2022
- Income and Expense forms are being sent out by the Assessor's office.

Task 500/600

- Field review is scheduled to be completed in 2022.

Task 900

- **The following timetable is for the hearing phase of the job through the project's completion.**
- Impact notice mailing no later than July 2022.
- Appointments taken for hearings scheduled for July/August 2022.
- Hearings scheduled for July/August 2022.
- Second Impact Notices mailed by August 2022.
- Project Completed by September 1, 2022.

If you should have any questions, please do not hesitate to call.

Sincerely,

June Perry
Project Manager
508-351-3634



Project Status Report
From June Perry
City of Nashua NH
Date: May 23, 2020

CODE	TASK
100	Bonding, Office Set-up, Project Set-up, Public Relations
200	Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry
300	Residential Valuation
400	Commercial/Industrial Valuation
500	Residential Field Review, Data Entry
600	Commercial/Industrial Field review, Income Production, Reconcile Cost and Income
700	Digital Imaging, Documentation
900/ 1000	Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill

Task 100/200

- Bonding is complete. GIS maps have been provided. Building permits are being completed by the City through April 1, 2020. Vision is responsible for building permits through April 1, 2022.
- Public Relations will be on going throughout the project, with on-going sample press releases provided, and meetings available upon request.
- Updates will be provided throughout the project.
- The initial startup meeting with the Board and DRA was March 2, 2020 at City Hall.

 **VISION**
GOVERNMENT SOLUTIONS

- Project commenced March 3rd, 2020.
- Data Collection guidelines have been completed. Lister's information has been completed and the police department has been informed of all aspects of the data collection phase of the revaluation.
- Data entry will be ongoing throughout the project, commencing after June 2020.
- Usernames and passwords have been assigned, and will have people associated with them as we move closer to starting the data entry.
- Daily communication with the Assessor's office is on-going concerning the progress of the data collection as well as any issues to be addressed.
- Rick Kulp is the onsite Projects Staff Appraiser.

- Ward 1 Property record cards have been printed.
- Ward 2 Property record cards have been printed.
- Ward 3 Property record cards have been printed.
- Images are being taken and will coincide with production numbers.
- **The database is live in Nashua NH**

- Data collection
Ward 1 count 3,869 – C/I/E not started as of yet
Ward 2 count 3,478
Ward 3 count 2,845

The following is the measure and listing numbers accountable as of May 23, 2020

Total Residential Improved Parcel Count 25,605

Measures	6517
Total Interior Inspections	172
Refusals to Date - Partial/Full	7/79
Total Measures with refusal	6596

Total Percent Complete Measured 25 %

Appointments to date


GOVERNMENT SOLUTIONS

Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0
Total Interior Inspections 0
Entry Rate 0%

Total Percent Complete Measured 0%

Refusals to Date 0

Building permits measured to date 139

Task 300/400

- Residential valuation is scheduled to commence in 2022.
- Preliminary analysis in 2022
- Income and Expense forms are being sent out by the Assessor's office.

Task 500/600

- Field review is scheduled to be completed in 2022.

Task 900

- **The following timetable is for the hearing phase of the job through the project's completion.**
- Impact notice mailing no later than July 2022.
- Appointments taken for hearings scheduled for July/August 2022.
- Hearings scheduled for July/August 2022.
- Second Impact Notices mailed by August 2022.
- Project Completed by September 1, 2022.

If you should have any questions, please do not hesitate to call.

Sincerely,

June Perry
Project Manager
508-351-3634



Project Status Report
From June Perry
City of Nashua NH
Date: June 6, 2020

CODE	TASK
100	Bonding, Office Set-up, Project Set-up, Public Relations
200	Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry
300	Residential Valuation
400	Commercial/Industrial Valuation
500	Residential Field Review, Data Entry
600	Commercial/Industrial Field review, Income Production, Reconcile Cost and Income
700	Digital Imaging, Documentation
900/ 1000	Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill

Task 100/200

- Bonding is complete. GIS maps have been provided. Building permits are being completed by the City through April 1, 2020. Vision is responsible for building permits through April 1, 2022.
- Public Relations will be on going throughout the project, with on-going sample press releases provided, and meetings available upon request.
- Updates will be provided throughout the project.
- The initial startup meeting with the Board and DRA was March 2, 2020 at City Hall.

VISION
GOVERNMENT SOLUTIONS

- Project commenced March 3rd, 2020.
- Data Collection guidelines have been completed. Lister's information has been completed and the police department has been informed of all aspects of the data collection phase of the revaluation.
- Data entry will be ongoing throughout the project, commencing after June 2020.
- Usernames and passwords have been assigned, and will have people associated with them as we move closer to starting the data entry.
- Daily communication with the Assessor's office is on-going concerning the progress of the data collection as well as any issues to be addressed.
- Rick Kulp is the onsite Projects Staff Appraiser.

- Ward 1 Property record cards have been printed.
- Ward 2 Property record cards have been printed.
- Ward 3 Property record cards have been printed.
- Images are being taken and will coincide with production numbers.
- **The database is live in Nashua NH**

- Data collection
Ward 1 count 3,869 – C/I/E not started as of yet
Ward 2 count 3,478
Ward 3 count 2,845

The following is the measure and listing numbers accountable as of June 6, 2020

Total Residential Improved Parcel Count 25,605

Measures	6966
Total Interior Inspections	172
Refusals to Date - Partial/Full	7/85

Total Measures with refusal 7051

Total Percent Complete Measured 27 %

Appointments to date

 **VISION**
GOVERNMENT SOLUTIONS

Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0
Total Interior Inspections 0
Entry Rate 0%

Total Percent Complete Measured 0%

Refusals to Date 0

Building permits measured to date 162

Task 300/400

- Residential valuation is scheduled to commence in 2022.
- Preliminary analysis in 2022
- Income and Expense forms are being sent out by the Assessor's office.

Task 500/600

- Field review is scheduled to be completed in 2022.

Task 900

- The following timetable is for the hearing phase of the job through the project's completion.
- Impact notice mailing no later than July 2022.
- Appointments taken for hearings scheduled for July/August 2022.
- Hearings scheduled for July/August 2022.
- Second Impact Notices mailed by August 2022.
- Project Completed by September 1, 2022.

If you should have any questions, please do not hesitate to call.

Sincerely,

June Perry
Project Manager
508-351-3634



Project Status Report
From June Perry
City of Nashua NH
Date: June 20, 2020

CODE	TASK
100	Bonding, Office Set-up, Project Set-up, Public Relations
200	Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry
300	Residential Valuation
400	Commercial/Industrial Valuation
500	Residential Field Review, Data Entry
600	Commercial/Industrial Field review, Income Production, Reconcile Cost and Income
700	Digital Imaging, Documentation
900/ 1000	Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill

Task 100/200

- Bonding is complete. GIS maps have been provided. Building permits are being completed by the City through April 1, 2020. Vision is responsible for building permits through April 1, 2022.
- Public Relations will be on going throughout the project, with on-going sample press releases provided, and meetings available upon request.
- Updates will be provided throughout the project.
- The initial startup meeting with the Board and DRA was March 2, 2020 at City Hall.
- An update to the Board was held on June 4th, 2020.

 **VISION**
GOVERNMENT SOLUTIONS

- Project commenced March 3rd, 2020.
- Data Collection guidelines have been completed. Lister's information has been completed and the police department has been informed of all aspects of the data collection phase of the revaluation.
- Data entry will be ongoing throughout the project, commencing after June 2020.
- Usernames and passwords have been assigned, and will have people associated with them as we move closer to starting the data entry.
- Daily communication with the Assessor's office is on-going concerning the progress of the data collection as well as any issues to be addressed.
- Rick Kulp is the onsite Projects Staff Appraiser.

- Ward 1 Property record cards have been printed.
- Ward 2 Property record cards have been printed.
- Ward 3 Property record cards have been printed.
- Images are being taken and will coincide with production numbers.
- **The database is live in Nashua NH**

- Data collection
Ward 1 count 3,869 -- C/I/E not started as of yet
Ward 2 count 3,478
Ward 3 count 2,845

The following is the measure and listing numbers accountable as of June 20, 2020

Total Residential Improved Parcel Count 25,605

Measures	7366
Total Interior Inspections	172
Refusals to Date - Partial/Full	7/88

Total Measures with refusal 7454

Total Percent Complete Measured 29 %

Appointments to date



Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures 0
Total Interior Inspections 0
Entry Rate 0%

Total Percent Complete Measured 0%

Refusals to Date 0

Building permits measured to date 159

Task 300/400

- Residential valuation is scheduled to commence in 2022.
- Preliminary analysis in 2022
- Income and Expense forms are being sent out by the Assessor's office.

Task 500/600

- Field review is scheduled to be completed in 2022.

Task 900

- **The following timetable is for the hearing phase of the job through the project's completion.**
- Impact notice mailing no later than July 2022.
- Appointments taken for hearings scheduled for July/August 2022.
- Hearings scheduled for July/August 2022.
- Second Impact Notices mailed by August 2022.
- Project Completed by September 1, 2022.

If you should have any questions, please do not hesitate to call.

Sincerely,

June Perry
Project Manager
508-351-3634

Nashua, NH
Revaluation Documentation
Data Collection Guidelines
June 24, 2020

**NASHUA NH
2019-2022
REVALUATION
RESIDENTIAL DATA COLLECTION GUIDELINES**

The following is a list of the Data Collection Guidelines for the City of Nashua, NH, as of June 24, 2020. These guidelines apply to the City of Nashua only. The Patriot Data Collection Manual should be followed for all other areas not covered within these guidelines.

PROPERTY FACTORS:

- **Topography** – Fill in as observed (the majority only)

1	Level
2	Above St
3	Below St
4	Rolling
5	Swampy
6	Wet
7	Steep
8	Ledge
9	Not used

- **Utilities** – Fill in as observed (the majority only)

1	Not used
2	Public Sewer
3	Public Water
4	None
5	Gas
6	Propane
7	Dug Well – below surface, lid on.
8	Drilled Well- machine rotary, deep well
9	Artesian Well – natural pressure, no pump
10	Community Well-Shared 4 or more
A	Septic Tank
B	Cesspl- drains
C	Not used

NASHUA NH
2019-2022 REVALUATION
RESIDENTIAL DATA COLLECTION GUIDELINES

Page 2

- **Street Conditions** – Fill in as observed (the majority only)

Street Conditions

1	Paved
2	Partial Paved
3	Unpaved
4	Proposed
5	Paper
6	Curbs
7	Sidewalks
8	Typical
9	Paved & Lts
A	Paved & Lts & Curbs

- **Traffic** Fill in as observed (the majority only)

1	None
2	Light
3	Typical
4	Medium
5	Heavy

NOTES:

- **Maintain Assessors Notes** – New notes should be prefaced with a 2020-
Notes should be clean, clear and understandable to anyone reading the card.
- **Dormers:** Please note all dormers in size if cannot see from the road. There will be no reference to “doggie” dormers.
- **Noteworthy extras:** Any extra features that would assist in understanding the quality or luxuries the home possesses. These should be substantial. Example: Wine Cellar, Cedar Closets, and Mahogany Library, Walkout Bsmt.
- **We are not picking up outdoor jacuzzis**

NASHUA NH
2019-2022 REVALUATION
RESIDENTIAL DATA COLLECTION GUIDELINES

Page 3

BUILDING PERMITS:

- The City is doing building permits through 4/1/2020
- Vision will be responsible for inspecting and reviewing Permits after 4/1/2020 through 4/1/2022 including rechecks for properties still uc, we will be getting copies of permits for each year, any questions see your crew chief
- Update % complete field and inspection date every time you are at the property.
- Percent complete is as of April 1st of the given year.
- Fields C/O "c"=closed, "o"=open, "cb"=check back once a permit is completed put in C
- Always enter "last visit date" when you are at the property
- Comments put % complete

IMAGES

We are taking one image of each improved Building
If a property has 10 cards on 1 parcel there is an image for 10 buildings.
Try to avoid pictures with people in the photo and cars if possible.

INSPECTIONS

Procedure: Identification badges are to be displayed clearly upon entering a premise. Letter of identification is to be shown to Property Owner. Vests are strongly suggested. You are not allowed in the field without your identification badge.

Field personnel are required to first obtain permission of the property owner by approaching the front door access.

No Interior or Exterior Inspection will be done if the person at home is under the age of 18. Go back another time. If there is a car in the driveway and no one answers the door, you may leave the property and go back again later in the day. (use good judgement)

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If the owner refuses access and asks that the data collector to leave the premises, the collector is instructed to leave the premises immediately.

In the event, no one is home an exterior measure and listing would be conducted.

After the (1) visit an inspection letters will be mailed directly to homeowner.

Data Collectors are not to discuss with any property owner or property occupant in the City, the value or assessment of any property they inspect, the property taxes being paid on the property being inspected, or any aspect of the local budget or various City issues or political matters.

DO NOT MEASURE PROPERTIES AT ALL WHEN:

- No trespassing sign—do not go on the property
- Locked gates—do not enter

Rear fence—do not enter (Only measure the front where you have access and put a note on the card)

VISIT HISTORY TYPE AND VISIT HISTORY CODE

- If there is a new owner, please remember ***DO NOT*** change any owner information. This will be done by an update from the City.
- Visit History - All Visits to a property require a Visit History & Purpose

DATE - "Date" is the Month, Day and Year the subject property was reviewed.

RESULT -This code indicates the result of the visit. See Visit History Codes and Description below for visit options.

BY &NAME - The "By" are the first two characters for the Appraiser, Assessing Staff members or hired representative's initials. (i.e. John Smith - JS) The "Name" indicates the Appraiser, Assessing Staff members or hired representative's initials that reviewed the property file (i.e. John Smith - J Smith)

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VISIT HISTORY CODES AND DESCRIPTIONS:

Code	Description	FullDescription
0	Meas+List	Measur+Listed
1	Meas+1Visit	Measur+1Visit
4	MeasVacant	Measur/Vac/Boarded up
5	Meas/UC New	Measur/New/UC Under Construction
7	Meas/Info Dr	Measur/Inf/Dr Info taken at door.
8	Meas/IntREFD	Measur/Int Refusal No information given
9	OwnerRefusal	Measu Estmt Owner non-cooperative In
16	BPclsd no vr	BP CLOSED-NO VISIT REQUIRED
17	Vacant Land	VACANT LAND
18	BP Prop Ins	BP Closed - Property Inspected

REFUSALS & NO TRESPASSING PROPERTIES:

- Please make sure that all refusals are logged into the Refusal Log.
 - Please fill out Visit History and date of visit
 - Please put down any pertinent info in the note section
 - Refusal listings are to be given to the Assessor daily
- Reminder 8 code = Exterior measured, Interior inspection refusal, not allowed
9 code = Exterior and Interior refusal, not allowed

Please remember just because a homeowner wants an "appointment" or is "too busy at that time" that is not a refusal. A refusal is when they do not want you in the house for an inspection at all.

Use good judgment and be respectful. The Assessor may want to contact these property owners and make other listing arrangements

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LAND LINES:

In this section check to see that we have the correct Land Use code.

Residential Land Use Codes/ Description

Code	Description	Full Description
1401	SFR	SINGLE FAMILY RESIDENCE
0120	PR RESOPN	PR RES OPN xxxxx
0130	P RI RES	PRIMARILY RESIDENTIAL
1011	SFR (NL)	SINGLE FAMILY RESIDENCE No Land
1020	CONDO	CONDO
*1021	CONDO NL	CONDO NO LAND
*1022	CONDEX NLV	CONDEX NO LAND VALUE
1023	CONDEXW/LI	CONDEX W/LIMITED COMMON AREA
1024	CONDO NL - T	CONDO NO LAND - TOWNHOUSE
1025	CONDO NL - D	CONDO NO LAND-DETACHED
*1026	CONDO-GARD	CONDO - GARDEN
*1027	CONDO-TOWN	CONDO - TOWNHOUSE
*1028	CONDO-DETA	CONDO - DETACHED, DWELLING UNIT
1029	COMMON LAND	COMMON LAND
Code	Description	Full Description
1030	MANF HOUSING	MANF HOUSING WILAND
*1031	MANU HOUSING	MANU HOUSING NO LAND
1041	TWO FAM (NL)	TWO FAM (NL)
1050	THREE FAM	THREE FAMILY
1060	ACLNDIMP	ACCESSORY LAND, IMPROVED (SITE)
1090	MULTI HSES	MULTIPLE HOUSES
*1091	MULTI HS NL	MULTIPLE HOUSES (NL)
1240	REC/CONVNT	RECTORY/CONVENT
1300	RESACLNDV	RESIDENTIAL LAND DEVELOPABLE
1310	RESACLNPO	RESIDENTIAL LAND POTENTIALLY DEVELOPABLE
1320	RESACLNUD	RESIDENTIAL LAND UNDEVELOPABLE
1330	CONDO DEV ST	CONDO DEVELOPMENT SITE
1340	DETPOND TAX	TAXABLE DETENTION POND NOT YET ACCEPTED
1401	1 UNIT	1 UNIT (SFR)
1402	2 UNITS	2 UNITS
1403	3 UNITS	3 UNITS
1404	4 UNITS	4 UNITS
1491	BSPKWY 1 UNI	BROAD ST PARKWAY 1 UNIT
1492	BSPKWY2UNI	BROAD ST PARKWAY 2 UNITS
1493	BSPKWY3UNI	BROAD ST PARKWAY 3 UNITS
1494	BSPKWY 4 UNI	BROAD ST PARKWAY 4 UNITS

Do not touch the land condition factors, if you note something that looks in error, please flag and show supervisor.

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EXTERIOR INFORMATION

CONSTRUCTION DETAIL:

- STYLE TYPE- Please See the Residential chart below:

01	Ranch
02	Split or Tri level
03	Colonial
04	Cape Cod
05	Bungalow
06	Conventional
07	Modern/Contemporary
08	Raised Ranch
09	Family Flat
10	Duplex
11	Family Conversion
20	Mobile Home
20DW	Mobile Home Double Wide
36	Camp/Cottage
55	Condominium
55T	Condo Townhouse
55G	Condo Garden Style
55 DN	Condo detached no land
55 DW	Condo Detached w/land
55 CN	Condex no land
55 CW	Condex w/land
63	Antique/Historic
94	Outbuilding
99	Vacant Land

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STORY HEIGHT- PLEASE VERIFY

Code	Description
1	1 STORY
2	2 STORIES
3	3 STORIES
4	4 STORIES
5	5 STORIES
6	6 STORIES
7	7 STORIES
8	8 STORIES
11	11 STORIES
13	13 STORIES
14	14 STORIES
16	16 STORIES
17	17 STORIES
IA	1 STY W/ ATTIC
IH	1.5 STORIES
1T	1.75 STORIES
2A	2 STORIES ATTIC
2H	2.5 STORIES
2T	2.75 STORIES
3H	3.5 STORIES
3T	3.75 STORIES
4T	4.75 STORIES

- **LIVING UNITS**

OCCUPANCY- Please enter number of living units make sure this coincides with your Land Use codes. Example: Occupancy 2 for Single family with Accessory apt.

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• **FOUNDATION TYPE**

CONCRETE	PIERS
CONCRETE BLOCK	SLAB
MASONRY w BRICKS, BLKS OR STONE	CRAWL
BRICK/ STONE	
RAILS/I BEAMS	

• **FRAME TYPE**

WOOD	FIREPROOF STEEL
STEEL	
CONCRETE	OTHER
POST AND BEAM (BARN)	

• **PRIMARY & SECONDARY EXTERIOR WALL TYPE**

01	Wood Shingle	15	Not used
02	Clapboard	16	Stone Veneer
03	Aluminum	17	Shakes
04	Vinyl	18	Corrugated Steel
05	Asbestos	19	Texture 111
06	Stucco	20	Composition Clapboard
07	Brick	21	Concrete Block
08	Brick Veneer	22	Steel
09	Stone	23	Glass
10	Logs	24	Reinforced Concrete
11	Asphalt	25	Concrete Panel
12	Board & Batting	26	Wood
13	Not used	27	Masonite
14	Not used	28	Cement Clapboard
		30	Minimum

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• **ROOF STRUCTURE –ROOF COVER**

	Roof Structure		Roof Cover
01	Gable	01	Asphalt/FG Shingle
02	Hip	02	Slate
03	Gambrel	03	Asbestos
04	Flat	04	Tar & Gravel
05	Mansard	05	Tile
06	Salt Box	06	Wood Shingle
07	Shed	07	Not used
08	Irregular	08	Not used
09	Not used	09	Metal low quality
10	Dome	10	Rolled
11	Not used	11	Membrane
12	Bow	12	Not used
13	Sawtooth	13	Metal-Vertical Panel, Standing Seam
14	Concrete	14	Not used

- 1.: Flat Roof - A roof having a slope just sufficient enough to provide water drainage
2. Shed Roof - A sloping roof with a more noticeable slope than the Flat Roof.
3. Gable Roof - A ridge roof, the ends of which form a gable.
4. Hip - is a type of roof where all sides slope downwards to the walls, usually with a fairly gentle slope.
5. Saltbox - Refers to a Roof Structure unique to New England. The structure is essentially a gable roof, but the rear plane is much larger than the front plane.
6. Mansard -A roof with two slopes or pitches on each of the four sides, the lower slopes steeper than the upper.
7. Gambrel - A ridge roof, barnlike, the ends of which form a gable.
8. Arched - A bonnet roof with the lower slopes at a lower pitch.

• **COLOR** – Color of house

- **GRADE**- Do not worry about these fields. They will be done on Field Review.
- **YEAR BUILT**- Reflect original year built of construction

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- INTERIOR INFORMATION
- PRIMARY & SECONDARY INTERIOR WALL

Code	Description
1	ORYWALL
10	NONE
11	CONCR
2	PLASTER
3	OTHER
4	SOLID WOOD
5	MINIMUM
6	Not used
7	Not Used
8	PLYWOOD PANEL
9	ORNATE

PRIMARY & SECONDARY FLOOR TYPE:

Code	Description	Full Description
1	PLYWOOD	PLYWOOD
2	SOFTWOOD	FLOOR FINISH OF PINE OR OTHER SOFT WOOD GENERALLY WIDER STRIPS THAN HARD WOOD.
3	HARDWOOD	STRIP FLOORING OF ANY ONE OF SEVERAL HARDWOODS LAID USUALLY OVER A SUBFLOORING STRIPS GENERALLY NARROWER THAN SOFTWOOD FLOORING.
4	CARPET	CARPET
5	LINONINYL	VARIOUS TILES LAID OVER WOOD OR CONCRETE FLOORS WITH ADHESIVE
6	CERAMIC TL	CERAMIC TL
10	PARQUET	PARQUET
11	MASONRY	MASONRY
12	CONCRETE	SMOOTH TROWLED ON GRADE CONCRETE.
13	EARTH	NO FLOOR
14	ASPHL TILE	ASPHL TILE
15	CARPET	THIS IS WALL-TO-WALL CARPETING IN ALL OR SOME MAJOR AREAS OF THE HOUSE THE CARPET IS FASTENED TO THE FLOOR EITHER DIRECTLY OR OVER A CARPET PAD
16	MARBLE	MARBLE
17	NOT USED	NOT USED
18	LAMNATE	LAMINATE
19	SLATE	SLATE
20	CORK	CORK
23	PRTL EARTH	PRTL EARTH

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- BSMT FLOOR - Concrete or Earth

- BSMT GARAGE - Sketch

- ELECTRIC

EXTENSIVE	BELOW AVERAGE
GOOD	MINIMAL
TYPICAL-STANDARD	NONE

- INSULATION

NONE	FAIR
TYPICAL- STANDARD	MINIMAL
EXTENSIVE	

- INTERIOR VS EXTERIOR - NOT USED

SAME	
BETTER	
WORSE	

- HEATING FUEL / TYPE

These three elements (Heat Fuel, Heat Type and % Heated) are to be used with one possible entry from several available codes. In those instances where a structure contains two Heating Systems, as in a duplex or flat, the Heating System that is most predominate or efficient should be selected first. If there is a secondary heat type it can be entered in the Second Heat Type section.

Code	Description
1	OIL
10	GEOTHERMAL
2	GAS
3	ELECTRIC
4	SOLAR
5	NONE
6	WOOD
7	COAL
8	NOT USED
9	WOOD/COMBO

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• **HEATING TYPE:**

Code	Description	Full Description
1	FORCED H/A	DUCTED HOT-AIR SYSTEM WITH FAN FORC NG AIR. SMALLER DUCTS CAN BE USED AND RUN HORIZONTALLY AS WELL AS VERTICALLY.
10	NOT DUCTED	REFERS TO GRAVITY HOT-AIR DUCTED HEATING SYSTEM AND SHOULD BE USED FOR SUCH SYSTEMS, WHERE APPLICABLE.
11	WALL UNIT	FURNACE MOUNTED TO, OR RECESSED IN A WALL
12	FLOOR FURN	
13	RADIANT ELEC	HEATING ELEMENTS OR PANELS EMBEDDED IN FLOORS, WALLS AND CEILING ARE HEATED DIRECTLY BY ELECTRICITY. HEATING IS MOSTLY BY RADIATION
14	HEAT PUMP	COMBINATION HEAT AND A/R CONDITION SYSTEM
2	GRAVITY H/A	
3	FORCED H/W	Hot water circulated by pumps to radiators or baseboard heaters where space heating occurs by convection and radiation
4	RADIANT H/W	USUALLY BUILT INTO FLOOR SLAB
5	STEAM	SIMILAR TO HOT WATER EXCEPT STEAM, GENERATED IN A BOILER, RISES AND EXPANDS THROUGH PIPES INTO RADIATORS WHERE HEATING OCCURS BY RADIATION AND CONVECTION
6	ELECTRIC	ELECTRIC BASEBOARD RADIATORS
7	UNIT HTRS	
8	NONE	

• **% HEATED - Verify**

• **AIR CONDITIONING**

- Conditioned box as 100 (%). Air conditioning can be less than 100 % with mini units or split mini units. (Mini splits estimate the percentage of the building ie. 25, 50 , 75, 100%) Central Air Conditioning system with ducts will be entered in the % Air

• **SOLAR HOT WATER – List in Yard Items**

- **BATH FEATURES** - Full bathrooms will have toilet, sink, shower and/or tub (3 fixtures).
- Half bath will have two fixtures.
- Extra fixtures, single extra fixture ie. Sink in bsmt.

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- ¾ Bath we are not utilizing this code – put all 3 fixture baths as a full bath

BATH RATING CODE AND DESCRIPTION

Code	Description
A	AVERAGE
D	DILAPITATED
E	EXCELLENT
F	FAIR
G	GOOD
N	NONE
P	POOR
V	VERY GOOD

KITCHENS

This field is a required entry. If a property has a second kitchen of different quality it may be listed in the A Kits (ADDITIONAL) with the corresponding code.

KITCHEN RATING CODE AND DESCRIPTION

Code	Description
A	AVERAGE
D	DILAPITATED
E	EXCELLENT
F	FAIR
G	GOOD
IL	INLAW
N	NONE
P	POOR
V	VERY GOOD

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CONDO INFORMATION – Verify

Total Units - Indicates the total number of units within the association. Informational only.

Floor Level - Indicates which floor the bottom floor of the unit is on. 1st = 1, 2nd = 2, etc.

% Own(ership) - Informational only. Indicates the percent of common interests the unit holds in the common area.

Name -Condo Complex - Each complex will have it's own descriptive code assigned

DEPRECIATION: Quality/Condition of Building

- Please enter the overall condition in relation to the age of the home.
- The code is alpha

AV	Average	Typical condition for the actual age of the property
DL	Dilapitated	Dilapitated / Tear Down
EX	Excellent	Renovation – Complete all major short-lived components in like-new condition,
FR	Fair	Some deferred maintenance, Some items need refinishing or overhauling,
GD	Good	Renovation – Moderate- No obvious maintenance required, but neither is everything new
PR	Poor	Overall deferred maintenance- Repair and overhaul needed on painted surfaces, roofing, plumbing, heating, numerous functional inadequacies
VP	Very Poor	Property in disrepair interior and exterior extensive damage
VG	Very Good	Renovation-Above Average, All items well maintained, many having been overhauled and repaired

If a property has been completely gutted to the base structure, please put in the Comments – 2020 complete gut and rehab

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Functional & Economic Obs – leave as is, verify reason exists if possible, if no longer exists flag card for field reviewers to review for removal

Special Obs – Data collectors only use for new construction % complete if less than 100, otherwise leave as is for field reviewers.

COMMENTS- Leave current comments, Any new comments preface with current year 2020 – new addition added to sketch 16x20

This is your notes section to address any special features

TOTAL ROOMS- The total number of rooms (except bathrooms) above Grade level will be included in the Room Count.

BEDROOMS- Please include above grade bedrooms only
GENERAL INFORMATION:

- If you are picking up an outbuilding for the first time use current year as year built.
- Rounding 6 inches and below round down
- Price foundations at \$10,000 each
- Fireplaces go in the Special Feature/Yard item section, non functional fireplaces @ 50% condition
- If air conditioning ask if Central, heat pump or zone type and put in comments section
- Overhangs less than 2 ft use 1 ft
- Free standing deck as WDK
- Vestibules in office, retail, industrial, educational, religious (churches), ect. Sketch building area as VST.

SKETCH:

- Please measure and verify all dwellings and outbuildings. Make all corrections neat and clean. Make sure all sketches and area codes match the homes story height.
- All dwelling story heights are to be broken out.
- **CTH-** Cathedral area is to be sketched out as CTH
- All curves and angles are to be measured and sketched, with exception of bay windows- this will mostly be found on C&I properties but be aware on the residential class of properties, also if a house is area coded it should be fully sketched., any questions see your crew chief

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SUB AREA CODES:

Code	Description	Full Description
AOF	OFFICE AVG	
APT	APARTMENT	
ATC	ATTIC FIN	FINISHED ATTIC - A HIGH-PITCHED ATTIC ROOF GENERALLY FOUND ON CAPE STYLE HOMES. QUALITY OF INTERIOR FINISHED NEARLY EQUAL OR EQUAL TO MAIN FLOOR LIVING AREA MAY OR MAY NOT HAVE DORMER COVERAGE NOT EXCEEDING 25% OF TOTAL ROOF AREA. USABLE FLOOR SPACE EQUALS 30-50% DUE TO ROOFLINE CONSTRAINTS.
BGR	BMT GARAGE	BASEMENT GARAGE
BLK	BULKHEAD	
BMT	BASEMENT	UNFINISHED BASEMENT - BELOW GRADE UNFINISHED AREA, COMMONLY KNOWN AS A CELLAR
CON	CANOPYDET	
CLP	LOADGP/FIN	FINISHED LOADING PLATFORM
CNP	CANOPY	CANOPY- ROOF STRUCTURE WITH NO FINISHED FLOORS OR WALLS - OLD CAN
OPT	CARPORT	
CTH	CATHEDRAL	CATHEDRAL CEILING
OMR	DORMER	
EAF	EVS/ATC FIN	EAVES/ATC FIN - ACCESS VIA PERMANENT STAIRWAY, LOW PITCHED ROOF; QUALITY OF FINISH LESS THAN MAIN LIVING AREA GENERALLY FOUND ON THIRD FLOOR LEVEL - SMALLER.
EAU	UNFATTIC EX	UNFINISHED ATTIC EXPANSION - SAME AS EAF EXCEPT NO INTERIOR FINISH
EFF	ENCL PORCH	FINISHED ENCLOSED PORCH - TYPICALLY UNINSULATED AND UNHEATED OR marginally HEATED SEASONAL LIVING AREA WITH FINISHED FLOOR, WALLS, CEILING, HEAT
FBM	FINISHED BMT	FINISHED BASEMENT - BELOW GRADE LEVEL WHICH MUST MEET AT LEAST THREE OF THE FOUR FOLLOWING CRITERIA FINISHED FLOOR, WALLS, CEILING HEAT
FCB	CABANA ENC	FINISHED ENCLOSED CABANA
FCP	CARPORT FIN	FINISHED CARPORT - ROOF TYPE STRUCTURE LARGE ENOUGH TO COVER AN AUTOMOBILE. GENERALLY TWO WALLS OR MORE EXPOSED TO WEATHER
FDC	CARPORTDET	
FFL	FIRST FLR	FINISHED FIRST FLOOR - FIRST OR PRIMARY FLOOR, HEATED FINISHED LIVING AREA
FRB	FIN RSD BM	FINISHED RAISED BASEMENT -
FSP	FINSRPRCH	FINISHED SCREEN PORCH
FST	FIN UTILITY	FINISHED UTILITY/STORAGE - LOW QUALITY STORAGE AREA WITH FINISHED INTERIOR (NOT COMMON)
FTH	FOURTH FLR	FOURTH FLOOR
GAR	GARAGE	GARAGE - STRUCTURE LARGE ENOUGH FOR AUTOMOBILE STORAGE

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Code	Description	Full Description
HST	HALF STORY	FINISHED HALF STORY- AN UPPER LEVEL STORY WITH 50-70% OF THE FLOOR AREA AVAILABLE DUE TO ROOF LINE CONSTRAINTS. ON A CONVENTIONAL STYLE, THE ROOF EAVES ARE TYPICALLY CUT AT THE MID-HEIGHT OF THE WINDOW. ON CAPE STYLE, TYPICALLY AND EAF WITH DORMER COVERAGE GREATER THAN 25% AND NOT EXCEEDING 50%
GRN	GREENHOUSE	
LDK	LOADING DOCK	
LLV	LOWER LEVEL	SEMI FINISHED BAS- PERHAPS A MISNOMER BUT UTILIZED FOR FINISHED LIVING AREA THAT IS PARTICALLY BELOW GRADE UTILIZED FOR FINISHED LOWER LEVEL ON RAISED RANCHES AND SPLIT LEVELS
MEZ	FIN MEZNINE	FINISHED MEZZANINE
MZZ	UNF MEZNINE	UNFINISHED MEZZANINE
OPF	OPENFRMPRC	FINISHED OPEN PORCH-A ROOF STRUCTURE WITH FLOORS WITH AT LEAST ONE OF ITS SIDES EXPOSED TO THE WEATHER
OSP	OPN SCN PRCH	FINISHED SCREEN PORCH -
PAT	PATIO	PATIO- MASONRY FLOOR TYPICALLY OF CONCRETE OR BRICK (
SDA	STORE DSPLY	STORE DISPLAY AREA
SFB	S FIN BAS	USE LLV - SFB NOT USED
SFL	SECOND FLR	FINISHED SECOND FLOOR- UPPER FLOOR LEVEL LIVING SPACE WITH FULL CEILING HEIGHT AND FINISHED INTERIOR - OLD FUS
SPA	SERVICE PROD	SERVICE PRODUCTION AREA
STG	STORAGE	UNFINISHED UTILITY/STORAGE UNFINISHED AREA UTILIZED FOR STORAGE-
STP	STOOP	STOOP- AN OPEN PAD TYPICALLY STONE OR CONCRETE WITH NO ROOF.
TFL	THIRD FLR	THIRD FLOOR
TQS	3/4 STORY	FINISHED UPPER LEVEL LIVING AREA WITH 75-90% OF THE FLOOR AREA AVAILABLE DUE TO ROOF LINE CONSTRAINTS USE ON CAPES THAT HAVE GREATER THAN 50% DORMER COVERAGE. OR CONVENTIONAL STYLE WHERE EAVES CUT WINDOW ABOVE THE MID-POINT HEIGHT
UAT	UNFATC	UNFINISHED ATTIC- SAME AS ATC EXCEPT THAT INTERIOR IS UNFINISHED AGAIN. MUST HAVE PERMANENT STAIRWAY OR ELSE DO NOT LIST
UCN	POOR CANOPY	

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UCP	CARPORT UNF	UNFINISHED CARPORT
UDC	CARPORT UD	UNFINISHED DETACHED CARPORT
UEP	UNF ENC PRCH	UNFINISHED ENCLOSED PORCH- STRUCTURE THAT IS TIGHT TO THE WEATHER HOWEVER, HAVING NO INTERIOR FINISH
UFF	UNF FIRST FL	UNFINISHED FIRST FLOOR
UFL	UPPER FLOOR	FLOORS ABOVE FOUR
UGR	UNFGARAGE	UNFINISHED GARAGE (UNDERGROUND GARAGE) - STRUCTURE LARGE ENOUGH TO HOUSE AUTOMOBILE WITH INTERIOR FRAMING EXPOSED (ON CERTAIN PROJECTS USED ON ALL GARAGES BELOW GROUND LEVEL)
UHS	UNFHST	UNFINISHED HALF STORY- SAME AS HST, EXCEPT INTERIOR UNFINISHED
ULP	LOADG P/UNF	UNFINISHED LOADING PLATFORM
UOP	OPEN PRCH UN	UNFINISHED OPEN PORCH
UQS	UNFTQS	UNFINISHED TQS
URB	UNF RSD 6M	UNFINISHED RAISED BASEMENT- UTILIZED FOR THOSE BASEMENTS THAT ARE ONLY PARTIALLY BELOW GRADE YET STILL UNFINISHED COMMONLY FOUND ON RAISED RANCH/SPLIT ENTRY AND SPLIT LEVEL TYPE HOMES
USP	UNF SCR PRCH	UNFINISHED SCREEN PORCH
UUS	UNFUP STRY	UNFINISHED UPPER STORY
VST	VESTIBULE	VESTIBULE
WDK	WOOD DECK	AN OPEN FLOOR WITH NO ROOF, USUALLY WOOD
WOF	WHSE OFFICE	WAREHOUSE OFFICE SECTION

SPECIAL FEATURES/YARD ITEMS

- See attached table for codes.
- *Verify or fill in Quality*

A	Average
D	Very Poor
E	Excellent
F	Fair
G	Good
P	Poor
V	Very Good

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- *Verify or fill in Condition*

AV	Average
DL	Delapidated
EX	Excellent
FR	Fair
GD	Good
PR	Poor
VG	Very Good
VP	Very Poor

- Year leave as is, Use given year if picking up new.

Code	Description	Full Description
A/C	AIR CONDITIO	AIR CONDITIONING
ATM1	AUTOMATED TE	AUTOMATED TELLER
BHS1	COMMBTHHSE	COMM 8TH HSE AVE
BHS2	COMMBTHHSE	COMM 8TH HSE GOOD
SHS3	COMMBTHHSE	COMM 8TH HSE POOR
BIN1	BINS	BINS
BIN2	AGRICULTURAL	AGRICULTURAL
BOX	SAFE DEPOSIT	SAFE DEPOSIT BOX
BRN1	BARN-1.0S	BARN - 1.0 STORY
SRN2	1.0STYW/BS	1.0 STY W/BSMT
BRN3	1.0W/LOFT	1.0W/LOFT
BRN4	1.0 W/B & L	1.0W/B & L
BRN5	2.0STORY	2.0STORY
BRN6	2.0W/BSMT	2.0W/BSMT
BRN7	TOBACCO BARN	TOBACCO BARN
BRN8	POLE BARN	POLE BARN
BTH1	BATH HOUSE/C	BATH HOUSE/CABANA
BTH2	W/PLUMBING	W/PLUMBING
CAB	CABANA	POOL CABANA
CAB1	CABIN-MINIMA	CABIN-MINIMAL FINISH
CAB2	W/PLUMBING E	CABIN W/PLUMBING ETC
CENT	CENTRALVAC	CENTRAL VACUUM
CLN	CLEAN ROOMS	CLEAN ROOMS
CLR1	COOLER	COOLER
CLR2	FREEZER TEMP	FREEZER TEMPS
CNP1	CANOPY-AVG	CANOPY-AVG
CNP2	GOOD QUALITY	CANOPY GOOD QUALITY
CPD	CONDOPADSI	CONDO PAD SITE
CPDR	RES CONDO SI	RES CONDO SITE
CRN	CORN CRIB	CORN CRIB
CT1	CELL TWR P	CELL TWR - PRIMARY - ONE ARRAY

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Code	Description	Full Description
CT2	ADDITIONAL ARRAY	ADDITIONAL ARRAY
CT3	CELLULRTWR	CELLULR 1WR 100-125'
CT4	CELLULRTWR	CELLULR 1WR 50-99'
CTRF	CELL TWRRF	CELL TOWER ROOF MOUNTED
CIWP	CELL TWRWP	CELL TOWER WHIP
C'WPD	CW PAD SITE	COBURN WOODS PAD SITE USING RENT
DCK1	DOCKS-RES TY	DOCKS-RES TYPE
DCK2	COM TYPE	COM TYPE
DCPD	DEERWOOD PAD	DEERWOOD PAD SITE
DNT1	DRIVE-IN THE	DRIVE-IN THEATRE
ONT2	DRIVE-IN THE	DRIVE-IN THEATRE
DRMR	DORMER	DORMER
DUW1	DRIVE-UP WIN	DRIVE-UP WINDOW
DUW2	WIDE BAY	DRIVE UP WINDOW WIDE BAY
DUW3	W/PNEUTUBE	CRIVE UP WINDOW W/PNEU TUBE
DUW4	W/REMSCR&	DRIVE UP WINDOW W/REM SCR & TUBE
EFP	ENC PORCH	ENCLOSED FRAME PORCH
ELE1	ELEVFRTELE	ELEV FRT ELEC. CAP LB
ELE2	ELEVFRTHYO	ELEV FRT HYO-CAP LB
ELE3	ELEV PASS EL	ELEV PASS ELEC P/STP
ELE4	ELEV PASS HY	ELEV PASS HYO P/STP
ELE5	ELEV HAND-L	ELEV HANOI-LIFT 1 ST
ESC1	ESCALATOR.PE	ESCALATOR.PER FT RIS
FCP	CARPORT	CARPORT
FES	FIRE ESCAPE	FIRE ESCAPE
FFUP	FOUNDATIONIF	FOUNDATION/FRAMED
FGR1	GARAGE-AVE	GARAGE-AVE
FGR2	GARAGE-GOOD	GARAGE-GOOD
FGR3	GARAGE POOR	GARAGE-POOR
FGR.4	W/LOFT-AVG	W/LOFT-AVG
FGR5	W/LOFTGOOD	W/LOFTGOOD
FGR6	W/LOFT-POOR	W/LOFT-POOR
FGR7	PARKING GARA	PARKING GARAGE
FGRC	CONDO GARAGE	EXTRA SPACE IN PARKING GARAGE
FLU1	FLUE-CONCRET	FLUE-CONCRETE BLOCK
FLU2	BRICK	BRICK
FN1	FENCE-4' CHA	FENCE-4' CHAIN
FN10	W/OTOPRAIL	W/O TOP RAIL-10'
FN2	FENCE-5' CHA	FENCE-5'CHAIN
FN3	FENCE-6' CHA	FENCE-6' CHAIN
FN4	FENCE-8' CHA	FENCE-8' CHAIN
FNS	FENCE-10' CH	FENCE-10' CHAIN
FN6	W/OTOPRAIL	W/O TOP RAIL-4'
FN7	W/OTOPRAIL	W/O TOP RAIL-5'
FN8	W/OTOPRAIL	W/O TOP RAIL-6'
FN9	W/OTOPRAIL	W/O TOP RAIL-8'
FND	FOUNDATION	FOUNDATION
FNDC	FOUND COM	FOUNDATION COMMERCIAL
FNDT	FOUNDATION	FOUNDATION
FOP	SCREEN HOUSE	SCREEN HOUSE

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FPL	FIREPLACE	FIREPLACE
FPL1	FIREPLACE 1	FIREPLACE 1 STY CHIM
FPL2	1 5 STORY CH	1 5 STORY CH'M
FPL3	2 STORY CHIM	2STORVCHIM
FPLG	FIREPLACE-GA	FIREPLACE-GAS
FPO	EXTRA FPL OP	EXTRA FPL OPENING
FSP	SCRPORCH	SCREEN PORCH
GAZ	GAZEBO	GAZEBO
GEN	GENERATOR	GENERATOR
GENC	GENERATORC	GENERATOR COMMERCIAL
GIR1	GIRDERS LT 1	GIRDERS LT 12"
GIR2	GIRDERS 13"	GIRDERS 13"-18"
GIR3	GIRDERS 19"	GIRDERS 19"-24"
GIR4	GIRDERS OVER	GIRDERS OVER 24"
GLF1	GLFCRSHOLE	GLF CRS HOLE - EX
GLF2	GLFCRSHOLE	GLF CRS HOLE - GD
GRN1	GREEN HOUSE-	GREEN HOUSE-RES
GRN2	COMMERCIAL G	COMMERCIAL GLASS
GRN3	COMMERCIAL P	COMMERCIAL PLASTIC
HCL1	HANDICAP LIF	HANDICAP LIFT 1 STY
HCL2	HANDICAP LIF	HANDICAP LIFT 2 STY
HEAR	HEARTH	HEARTH
HG1	HONGRNPAD1	HAYDEN GREEN PAD SITE 1 FREE STANDING
HG2	HONGRNPAD2	HAYDEN GREEN PAD SITE 2 TOWNHOUSE
HG3	HONGRNPAD3	HAYDEN GREEN PAD SITE 3 MULTI UNIT
HOG	HOG HOUSE	HOG HOUSE
HOT-	HOT TUB	HOT TUB
HRTH	HEARTH	HEARTH
HTUB	HOT TUB	HOT TUB
IMP	IMPLEMENT SH	IMPLEMENT
JACZ	JACUZZI	JACUZZI
KAPD	KNIGHTS BR	KNIGHTS BRIDGE PAD SITE
KEN1	KENNEL-AVG	KENNEL-AVG
KEN2	KENNEL-GOOD	KENNEL-GOOD
KIT	IN-LAW KITCH	IN-LAW KITCHEN
KSK1	KIOSK-SERV S	KIOSK-SERV STA
KSK2	PHOTO BOOTH	PHOTO BOOTH
LOK	LOADING DOCK	LOADING DOCK
LDL1	LOAD LEVELER	LOAD LEVELERS
LDI2	W/MANFLIPO	W/MAN FLIP OUT
LFT1	LIFT-LIGHT	LIFT-LIGHT
LFT2	LIFT-HEAVY	LIFT-HEAVY
LNT	LEAN-TO	LEAN-TO
LT1	LIGHTS-IN W/	LIGHTS-IN W/POLE
LT10	W/DOUBLELIG	W/DOUBLE LIGHTS
LT11	W/TRIPLE LIG	W/TRIPLE LIGHTS

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LT12	W/FOUR LIGHT	W/FOUR LIGHTS
LT2	W/DOUBLE LIG	W/DOUBLE LIGHTS
LT3	W/TRIPLE LIG	W/TRIPLE LIGHTS
LT4	W/FOUR LIGHT	W/FOUR LIGHTS
LT5	MERC VAP/FLU	MERC VAP/FLU W/POLE
LT6	W/DOUBLE LIG	W/DOUBLE LIGHTS
LT7	W/TRIPLE LIG	W/TRIPLE LIGHTS
LT8	W/FOUR LIGHT	W/FOUR LIGHTS
LT9	HGH PRE-DOD	HGH PRE-SOD W/POLE
MEZ1	MEZZANINE-UN	MEZZANINE-UNFINISHED
MEZ2	MEZZANINE-FIN	MEZZANINE-FINISHED
MEZ3	W/PARTITIONS	W/PARTITIONS
MISC	MISC FEATURE	MISC FEATURE
MLK	MILK HOUSE	MILK HOUSE
MN	MANUAL	MANUAL
MPD	MILLSTN PAD	MILLSTONE PAD SITE
MPD1	MILLSTN PAD1	MILLSTONE PAD SITE PURCHASED
NDP	NITE DEPOSIT	NIGHT DEPOSIT
OBFN	OUTBLDG AN	OUTBLDGE FIN INT
OPF	OPEN PORCH	OPEN FRAME PORCH
PAT1	PATIO-AVG	PATIO-AVG
PAT2	PATIO-GOOD	PATIO-GOOD
PAV1	PAVING-ASPHA	PAVING-ASPHALT
PAV2	PAVING-CONCR	PAVING-CONCRETE
PCT	PADDLEBALL C	PADDLEBALL COURT
PDK	POOL DECK	POOL DECK
PLT1	POULTRY HOUS	POULTRY HOUSE-1 STY
PLT2	POULTRY HOUS	POULTRY HOUSE-2 STY
PLT3	POULTRY HOUS	POULTRY HOUSE-3 STY
PMP1	PUMPS-SINGLE	PUMPS-SINGLE HSE
PMP2	W/BLENDING	W/BLENDING
PMP3	Electronic P	Electronic Pump
PMP4	Double Hose	DOUBLE HOSE
PMP5	W/Blending	W/BLENDING
PMP6	ELECTRONIC P	ELECTRONIC PUMP
PMP7	3 HOSE	3 HOSE
PMP8	6HOSE	6HOSE
PSPD	Prescott Sq	Prescott Square
RAR	RIDING ARENA	RIDING ARENA
RCL	ROOT CELLAR	ROOT CELLAR
RETW	RETAIN WALL	RETAINING WALL
ROW	RT OF WAY	UTILITY RIGHT OF WAY
RQT	RAQUETBALL	RAQUETBALL COURT
RRMB	RECROOMB	REC ROOM B GRADE
RRMC	RECROOMC	REC ROOM C GRADE
RRR	RAILROAD SPU	RAILROAD SPURS
RT1	RADIOTOWER	RADIO TOWER 150' +

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RT2	RADIOTOWER	RADIO TOWER 125-150'
RT3	RADIOTOWER	RADIO TOWER 100-125'
RT4	RADIOTOWER	RADIO TOWER 50-99'
RT5	RADIOTOWER	RADIO TOWER - AM
SAU	SAUNA	SAUNA
SCL1	SCALES-MECHA	SCALES-MECHANICAL
SCL2	SCALES-ELECT	SCALES-ELECTRONIC
SGN1	SIGN-1 SIDE	SIGN-1 SIDE W/M
SGN2	DOUBLE SIDED	DOUBLE SIDED W/M
SGN3	W/INT LIGHTS	W/INT LIGHTS
SGN4	W/MOTOR&LI	W/MOTOR & LIGHTS
SHD1	SHED FRAME	SHED FRAME
SHD2	W/LIGHTSETC	SHED W/LIGHTS ETC
SHD3	METAL	SHED METAL
SHD4	CONCRETE UTI	SHED CONCRETE UTILITY
SHD5	PLASTIC	PLASTIC SHEDS
SHED	SHED	SHED
SHP1	WORKSHOPAV	WORK SHOP AVE
SHP2	WORKSHOP GD	WORK SHOP GOOD
SHP3	WORKSHOP PR	WORK SHOP POOR
SHP4	W/IMPROV AVG	W/IMPROV AVG
SHP5	W/IMPROV GD	W/IMPROV GOOD
SHP6	W/IMPROV PR	W/IMPROV POOR
SLO1	SILO-WD ORC	SILO-WD OR CNC STAVE
SLO2	PORCELAN	PORCELAN
SLO3	CONCRETE TRE	CONCRETE TRENCH
SLR1	SOLAR HEATS	SOLAR HEAT SYSTEM
SLR2	SOLARHOTWA	SOLAR HOT WATER SYST
SLR3	SOLAR HEAT&	SOLAR HEAT & WATER
SLR4	PASSIVE SOLA	PASSIVE SOLAR GOOD
SLR5	PASSIVE SOLA	PASSIVE SOLAR FAIR
SLR6	SOLARELEC	SOLAR VOLTAIC
SNA	SAUNA	SAUNA
SPL1	POOL-INGROUND CONC	POOL-INGROUND CONCRETE
SPL2	ING POOL VINYL PLASTIC	VINYL PLASTIC
SPL3	ING POOL GUNITE	GUNITE
SPL4	POOL ABOVE GR ROU	ABOVE GR ROUND
SPL5	POOL OVAL	OVAL ABOVE GROUND
SPL6	POOL RECTANGULAR	RECTANGULAR ABOVE GROUND
SPR1	SPRINKLERS-W	SPRINKLERS-WET/EXP
SPR2	WET/CONCEALE	WET/CONCEALED
SPR3	DRY	DRY
ST1	MOBILEHOME	MOBILE HOME SITE 1
ST2	MOBILE HOME	MOBILE HOME SITE 2
ST3	MOBILE HOME	MOBILEHOME SITE 3
STB1	STABLE	STABLE
STB2	W/IMPROVEMEN	W/IMPROVEMENTS
STK1	CHIMNEY STAC	CHIMNEY STACK BRICK
STK2	CHIMNEY STAC	CHIMNEY STACK MTL
TEN	TENNIS COURT	TENNIS COURT
TNK1	TANK-UNDERGR	TANK-UNDERGROUND
TNK2	3,000-10,000	3,000-10,000 GAL

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TNK3	GT-10,000	GT-10,000
TNK4	COMPRESSED A	COMPRESSED AIR
TNK5	ELEVATED TAN	ELEVATED TANK
TNK6	OVER 1MGAU	OVER 1M GAU PER GAL
TOT	TOTALIZER	TOTALIZER
TPD1	TOWER PAD 1	TOWER PAD 1
TPD2	TOWERPAD2	TOWERPAD2
UTC	UT CONDUIT	UTILITY CONDUIT
UTIL	UTILITY	UTILITY VALUE
UTPL	UTILITY POLE	UTILITY POLES
VLT1	VAULT-AVG	VAULT-AVG
VLT2	VAULT-GOOD	VAULT-GOOD
VLT3	VAULT-EXCELL	VAULT-EXCELLENT
VLT4	VAULT-POOR	VAULT-POOR
VMPD	VMFPAD SITE	VILLAGE AT MINEFALLS PAD SITE
VST	VESTIBULE	VESTIBULE
WOK	WOOD DECK	WOODDECK
WHL	WHIRPOOL	WHIRPOOL
WND	WIND TURBINE	WIND TURBINE

PHOTOS:

- We are taking a picture per card excluding vacants. The photo is to be ¼ shot, without vehicle(s) and people if possible, straight and have good exposure.

BARN & GREENHOUSES

Attached barns and green houses **WILLNOT** be included on sketches. List in yard items note if it is attached to the main Structure. Be aware of custom barns and make sure you are using the appropriate outbuilding codes.

PORCHES

Use sub area code **EF**P on all enclosed porches. Use **OF**P on all open porches use **OS**P for screened porches

PATIOS

Sketch all attached patios larger than 30 square feet and code as **PAT**

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- All detached patios larger than 30 square feet will be listed in the outbuilding section.
- *Above Ground Pools will be listed in the Yard Items.*
- *Do not list plastic sheds.*

General Notes.

Any comments the owner makes regarding the condition or construction of the building should be noted. Interior condition will be noted, along with any other features which may affect value. Note if wet basement, any sump pumps, etc. Note any layout or design deficiencies. Also note if there is a view, ROW, topo problem, easement, etc.

If property has a view please describe in the note section

After the initial visit if interior inspection not done VGSI will mail a letter to the property owner to set up an interior inspection.

Appointments will be made available days, evenings and Saturdays.

All work is to kept in MBL Order, Separating vacant and listed cards from properties needing an appointment letter.