

**Minutes of the Board of Assessors
Meeting of May 7th, 2020**

An online meeting of the Board of Assessors was held via WebEx on Thursday, May 7th, 2020. The meeting was called to order at 9:00 AM by Chair Daniel Hansberry

Members Present:

Daniel Hansberry

Robert Earley

Paul Bergeron

Assessing Staff Present:

Greg Turgiss

Gary Turgiss

Louise Brown

Lynn Cameron

Other City of Nashua Staff Present:

Administrative Services Director Kimberly Kleiner, Deputy Corporation Counsel Celia Leonard

Mr. Hansberry

Good Morning. Everybody can hear me?

Mr. Early

Yes.

Mr. Bergeron

Yes.

Mr. Hansberry

Okay, good. Good morning, I'm calling the meeting of the Nashua Board of Assessors, for May 7th, 2020 to order at 9:00 am. Bear with me I have a fairly lengthy opening statement that I have been asked to read.

Good morning and welcome to the May 7th, 2020 Board of Assessors Meeting. As Chair of the Board of Assessors, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously in this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing WebEx through the City's IT Department for this electronic meeting. All members of the Board of Assessors have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen in to this meeting through dialing the following number 978-990-5298, once again that number is 978-990-5298 and using the password 273974, once again that is password 273974. The Public may also view this meeting, it's going to be on Comcast Channel 16.

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, through Public Postings. Instructions have also been posted on the City of Nashua's website at www.nashua.gov and publicly noticed at City Hall and the Nashua Public Library.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem accessing the meeting via phone or Channel 16, please call 603-821-2049, once again that number is 603-821-2049 and they will help you connect.

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting via the methods mentioned above, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

So let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-To-Know Law.

Mr. Earley?

Mr. Earley

Mr. Robert Earley; I'm in my home; no one else is in the room.

Mr. Hansberry

Mr. Bergeron?

Mr. Bergeron

I'm Paul Bergeron, a member of the Board of Assessors, following the Governor's advisory to stay home I'm also joining the meeting remotely; my two year old grand-daughter Evalina is here in the room with me, asleep on the couch.

Mr. Hansberry

When she wakes up tell her we said hello.

Mr. Bergeron

I shall, thank you.

Mr. Hansberry

And I'm Daniel Hansberry, Chairman of the Board of Assessors and there's no one present in the room with me.

Today, we will be hearing various requests as listed on the agenda. Please note that decisions may be taken under advisement and involved parties will be notified at a later date.

Per the City of Nashua by-laws, a minimum of two or more affirmative votes are required to approve any application. In addition, this Board will hear any, and all scheduled cases as long as quorums of two voting Board Members are present at this meeting.

Any citizen has the right to contest the decision that this Board makes. To appeal a municipality's decision on an abatement application, a taxpayer may appeal to either the Board of Tax and Land Appeals or to the Superior Court but not to both. Please contact the Assessing Department for more information.

Ms. Cameron are there any changes to today's agenda?

Ms. Cameron

There are none.

Mr. Hansberry

Okay, hearing that we will proceed. Does anyone have any questions before we begin?

Mr. Earley

I just have to say at 9:30 or just before I'm going to have to switch over to phone, call in. We

have a little conflict here and I couldn't get Webex to work on our laptop.

Mr. Hansberry

Okay. Alright, thank you.

Okay. So the first item of business of the minutes... I've got to do these with two separate motions. Is there a motion to waive the reading of the non-public Board of Assessor's meeting held on April 16th, 2020 accept them and place them on file?

Mr. Earley

So moved.

Mr. Hansberry

Is there a second?

Mr. Bergeron

I'll second that.

Mr. Hansberry

Are there any errors or corrections? Seeing none, all those in favor of approving the non-public minutes from the Board meeting of April 16th, 2020 signify by saying aye? Aye...

Mr. Bergeron

Mr. Chairman I think you need a roll call for this type of meeting

Mr. Hansberry

Thank you, you're right. I apologize. Mr. Earley?

Mr. Earley

Yes.

Mr. Hansberry

Mr. Bergeron?

Mr. Bergeron

Yes.

Mr. Hansberry

Mr. Hansberry? Yes.

Motion is adopted.

Is there a motion to approve the public meeting minutes of the Board of Assessors meeting which was held on April 16th, 2020, accept them and place them on file?

Mr. Earley

So moved.

Mr. Hansberry

Mr. Bergeron

Mr. Bergeron

I'll second.

Mr. Hansberry

Are there any errors or corrections?

Mr. Earley

No.

Mr. Hansberry

Seeing none, I'll call the roll. Mr. Earley?

Mr. Earley

Yes.

Mr. Hansberry

Mr. Bergeron?

Mr. Bergeron

Yes.

Mr. Hansberry

Mr. Hansberry? Yes.

At this time I'll recognize Ms. Kimberly Kleiner, who is the Director of Administrative Services for the City of Nashua, regarding a division update. Ms. Kleiner.

Ms. Kleiner

Good morning everyone. For full transparency this Division update was emailed to the Board approximately 20 minutes ago and with the Boards permission I'm going to share my screen so members of the public may also see it.

Mr. Hansberry

Please do.

Ms. Kleiner

So, good morning, as noted in my April 15th update to the board, all assessing staff have been working remotely, they've had access to Assesspro Classic, to AP5, both our CAMA systems, to emails, phone systems, and electronic files. Attached to this memo is the Assessing Monthly Monitor for April, which can also be found on our website, and that detailed the work performed during April, while working remotely. The staff has continued to assist our residents with over 163 phone calls and 90 emails. Administrative staff has contacted Elderly, Charitable, Religious and Educational recipients of exemptions regarding reapplying for 2020. Our assessors have conducted approximately 70 new construction, building permit and special project inspections, with visits to approximately 92 properties. We have been holding our weekly staff meetings virtually. It's been a busy month, so I hope you all get to review the Monthly Monitor.

The 2020-2022 Full Measure and List continues with exterior inspections only. Status reports can be found on our website and phone calls with the product manager, June Perry, occur regularly. The most recent status report is attached to this memo, it's also posted to the website, should any residents want to look at those. Vision has been provided with over 160 building permits for review, all building permits issued after April 1, 2020 as per contract. We would like to thank our residents for their continued cooperation and support during the revaluation. We've had minimal phone calls; everything has been progressing very well. The contractor is expected to complete exterior inspections in Ward 2 within the next couple weeks. Staff did print approximately 2800 property record cards for Ward 3 in preparation for getting Vision ready to move on. Letters to over 2600 residents in Ward 3 will be mailed approximately May 11th.

This week is a very busy week in Assessing. So this is what we call our file capture for the July 2020 tax bills. Tax bills were generated from the AP Classic CAMA system. Staff is in the process of reviewing reports and confirming accuracy of the files. Tax bills are scheduled to be postmarked on May 15th. We would like to extend our sincere appreciation to our Information Technology team that has been assisting us with the upgrade to AP5, which has been very successful. We continue to review reports between AP5 and Classic in preparation for the complete migration to the AP5 CAMA system. As you know, staff has been dual entering; entering everything into Classic and into AP5, since the beginning of this project. The goal was to have final testing being completed at file capture. The IT department has begun working with Patriot Systems on the implementation of the AP5 mobile tablets for the assessors. That project was a little delayed, with the Covid-19 pandemic, we expect it to be complete by early June, and then we'll have additional training for staff on those tablets.

On April 27th the NH Department of Revenue issued additional guidance regarding revaluations that were occurring in the State in 2020. I attached a copy of that guidance to this memo, it has also been posted on our website. As you know, interior inspections during the pandemic are challenging. Our local assessors have also been impacted with interior inspections being limited. Reviewing this guidance, by the NH DRA and in consulting with other municipalities and appraisal companies, our assessors are currently drafting temporary policies for alternative methods of data collection during this time. Most likely, that will consist of questionnaires and phone interviews, we're hoping to also include the possibility of a virtual inspections should residents wish to do so. We will have these temporary policies for you at the May 21st Assessing meeting.

Finally, we understand that residential and commercial property owners may have been impacted by COVID-19. Currently, the city has an Economic Recovery Taskforce which is assisting our business and commercial owners. It's being run by our Economic Development office here at the City and if any commercial business owners have any questions they should please contact Economic Development for more information. Residential property owners with any concerns should please contact our assessing staff at (603)589-3040 or by email at assesshelp@nashuanh.gov.

Of course all of that information is on our website and as usual if any member of the public or anyone has any questions my number is there 603-589-3025.

That is my update for today.

Mr. Hansberry

Thank you very much Ms. Kleiner. Are there any questions for Ms. Kleiner?

Mr. Bergeron

No.

Mr. Earley

No.

Mr. Hansberry

Okay, Ms. Brown?

Ms. Brown

Good morning, Louise Brown with the Assessing Department. What we are asking for here, is temporary use of digital signatures on approved settlement agreements. This will enable us to send the settlement agreement to the BTLA and the taxpayer to close the docket.

Mr. Hansberry

Are there questions for Ms. Brown on the digital signatures?

Mr. Bergeron

No.

Mr. Earley

No.

Mr. Hansberry

Is there a motion to approve the temporary use of digital signatures for settlement agreements?

Mr. Bergeron

So moved.

Mr. Earley

I'll second that.

Mr. Hansberry

Second. Is there any discussion? All those in favor signify by saying... oh roll call vote, Mr. Earley?

Mr. Earley

Yes.

Mr. Hansberry

Mr. Bergeron?

Mr. Bergeron

Yes.

Mr. Hansberry

Mr. Hansberry? Yes.

So the motion passes. Anything else for this time Ms. Brown?

Ms. Brown

Not at this time, thank you.

Mr. Hansberry

All right, thank you.

There are no communications.

Staff items: Ms Mazerolle?

Ms. Mazerolle

Good morning, Amanda Mazerolle, Assessing Department. I have in front of you a request for approval for 22 veterans and 2 that will be denied for reasons that are listed.

Mr. Hansberry

Are there any questions on the list?

Mr. Earley

I have no questions.

Mr. Bergeron

I have no questions either.

Mr. Hansberry

Is there a motion to approve the Veteran's credits per the attached list?

Mr. Earley

So moved.

Mr. Hansberry

Is there a second?

Mr. Bergeron

I'll second that.

Mr. Hansberry

Is there any discussion?

Mr. Earley?

Mr. Earley

Yes.

Mr. Hansberry

Mr. Bergeron?

Mr. Bergeron

Yes.

Mr. Hansberry

Mr. Hansberry? Yes.

Is there a motion to deny the Veteran's credits per the attached list?

Mr. Earley

So moved.

Mr. Hansberry

Is there a second?

Mr. Bergeron

I'll second.

Mr. Hansberry

Any discussion?

Mr. Earley?

Mr. Earley

Yes.

Mr. Hansberry

Mr. Bergeron?

Mr. Bergeron

Yes.

Mr. Hansberry

Mr. Hansberry? Yes.

The motion is adopted.

Do you have anything else for us, Ms. Mazerolle, at this time?

Ms. Mazerolle

Not at this time.

Mr. Hansberry

Okay, all right thank you. Ms. Brown, go ahead.

Ms. Brown

Good morning again. Louise Brown, with the Assessing Department. What I have for you as well is taxpayers have submitted a report of wood cut to our office so we need to send a warrant out; we need to send a tax bill out for the wood that was cut. I do have three for you to sign now. I may a couple more at the next meeting but three for now.

Mr. Hansberry

All right, are there any questions for Ms. Brown?

Mr. Earley

I don't have any questions.

Mr. Bergeron

Neither do I.

Mr. Hansberry

All right, is there a motion to approve the tax warrant for John Brown & Sons Incorporated in the amount of \$81.75?

Mr. Earley

So moved.

Mr. Bergeron

I'll second that.

Mr. Hansberry

Is there any discussion?

All those in favor of approving the motion signify by saying aye.

Mr. Earley

Aye.

Mr. Hansberry

I'm sorry roll call. I keep forgetting that.

Mr. Earley?

Mr. Earley

Yes.

Mr. Hansberry

Mr. Bergeron?

Mr. Bergeron

Yes.

Mr. Hansberry

Mr. Hansberry? Yes.

Motion is adopted.

Is there a motion to approve the tax warrant for AMERCO Real Estate Company in the amount of \$37.94?

Mr. Earley

So moved.

Mr. Bergeron

And I'll second.

Mr. Hansberry

Is there any discussion?

Mr. Hansberry

Mr. Earley?

Mr. Earley

Yes.

Mr. Hansberry

Mr. Bergeron?

Mr. Bergeron

Yes.

Mr. Hansberry

Mr. Hansberry? Yes.

The motion is adopted.

Is there a motion to approve the tax warrant for the estate of Janet R Georges in the amount of \$221.24?

Mr. Earley

So moved.

Mr. Bergeron

And I'll second that.

Mr. Hansberry

Is there any discussion?

Mr. Hansberry

Mr. Earley?

Mr. Earley

Yes.

Mr. Hansberry

Mr. Bergeron?

Mr. Bergeron

Yes.

Mr. Hansberry

Mr. Hansberry? Yes.

The motion is adopted.

Ms. Brown do you have anything else for us at this time?

Ms. Brown

I do not. Thank you everyone.

Mr. Hansberry

You're welcome. Next item is going to be unfinished business and I'm going to make an

individual motion on a...or to be clear, I'm going to read a suggested motion and ask for somebody to actually make the motion. This is after conferring with Deputy Corporation Counsel Celia Leonard. So, I move to approve the settlement agreement for 2018 and 2019 for the property located at 12 Beasom Street for \$510,000.

Ms. Leonard

Excuse me...

Mr. Hansberry

I have to back up just a sec; just let me start over. Okay, is there a motion to unseal the following portions of the non-public minutes of the April 16th, 2020 meeting? And it would be for the 12 Beasom Street property, the 77 Broad Street property and the 83 Broad Street property.

Mr. Earley

So moved.

Mr. Bergeron

And I'll second.

Mr. Hansberry

Okay. Is there any discussion?

Alright, I'll call the roll. Mr. Earley?

Mr. Earley

Yes.

Mr. Hansberry

Mr. Bergeron?

Mr. Bergeron

Yes.

Mr. Hansberry

Mr. Hansberry? Yes.

The motion is adopted.

Okay, there are no appointments. Are there comments by board members?

Mr. Bergeron

There are none.

Mr. Hansberry

So under 91-A:3, II(1) is there a motion to go into non-public session for the consideration of legal advice provided by legal counsel either in writing or orally to one or more members of the public body, even though legal counsel is not present?

Mr. Earley

So moved.

Mr. Hansberry

Is there ...

Mr. Bergeron

I'll second.

Mr. Hansberry

Okay. Mr. Earley?

Mr. Earley

Yes.

Mr. Hansberry

Mr. Bergeron?

Mr. Bergeron

Yes.

Mr. Hansberry

Mr. Hansberry? Yes.

So let the record show we are in non-public session at 9:21 am.

Mr. Hansberry

Oh, terrific, okay. Is there a motion to seal the minutes of the non-public session because divulgence of the information likely would render the proposed action ineffective?

Mr. Earley

So moved.

Mr. Bergeron

And I'll second.

Mr. Hansberry

Seconded. Final call of the roll. Mr. Earley?

Mr. Earley

Yes.

Mr. Hansberry

Mr. Bergeron?

Mr. Bergeron

Yes.

Mr. Hansberry

Mr. Hansberry? Yes.

Is there any other business to come before the Board?

I want to thank everybody very much; it's certainly different doing it streaming versus in public; but so far so good.

Mr. Hansberry

Is there a motion to adjourn?

Mr. Earley

So moved.

Mr. Bergeron

I'll second.

Mr. Hansberry

I'll call the roll; Mr. Earley?

Mr. Earley

Yes.

Mr. Hansberry

Mr. Bergeron?

Mr. Bergeron

Yes.

Mr. Hansberry

Mr. Hansberry? Yes. And let the record show that we are adjourned at 9:39 am and once again thank you very much everyone.