

**Minutes of the Board of Assessors
Meeting of April 16, 2020**

An online meeting of the Board of Assessors was held via WebEx on Thursday, April 16, 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

It is 9:00 am. At this point I'll call the roll and based on the Governors' order you have to indicate whether or not there is anybody present in the room with you. Mr. Earley?

Mr. Earley

I'm Board Member Bob Earley, following the Governor's advisory to stay home I am joining the meeting remotely, and there is no one else in the room with me at this time.

Mr. Hansberry

Thank you. Mr. Bergeron?

Mr. Bergeron

I'm Paul Bergeron, a member of the Board of Assessors, following the Governor's advisory to stay home I am also joining the meeting remotely, and there is no one else in the room with me at this time.

Mr. Hansberry

I'm Daniel Hansberry, Chairman of the Board, I'm joining the meeting remotely and there is no one in the room with me. I'm going to read the statement verification that we normally read at this meeting.

Welcome to the April 16th, 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 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 the password number is 273974. The Public may also view this meeting 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 provided 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.

We've taken the roll call. 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 the 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 (RSA 76:16-a) or to the Superior Court (RSA 76:17) but not to both. Please contact the Assessing Department for more information.

Is there a motion to approve the minutes of the public special Board of Assessor's meeting held on March 2nd, 2020 accept them and place them on file?

Mr. Earley

So moved.

Mr. Hansberry

Is there a second?

Is there a second to the motion?

Mr. Bergeron

Sorry, my apologies I'll second that. I was on mute.

Mr. Hansberry

Are there any errors or corrections? Seeing none, all those in favor of accepting the minutes as presented signify by saying aye?

Mr. Bergeron

Mr. Chairman I think that has to be roll call.

Mr. Hansberry

That's right. Roll call: Mr. Earley?

Mr. Earley

Yes.

Mr. Hansberry

Mr. Bergeron?

Mr. Bergeron

Yes.

Mr. Hansberry

Mr. Hansberry? Yes.

Thank you, Mr. Bergeron.

Is there a motion to approve the minutes of the...I think it's probably better to do these individually. Is there a motion to approve the non-public minutes of the Board of Assessors held on March 5th, 2020, accept them and place them on file?

Mr. Earley

I'll second that.

Mr. Bergeron

I'll make the motion.

Mr. Hansberry

Ok. Mr. Earley?

Mr. Earley

I'll second that.

Mr. Hansberry

Any errors or corrections?

Mr. Earley

No.

Mr. Bergeron

No.

Mr. Hansberry

Ok, so Mr. Earley?

Mr. Earley

Yes.

Mr. Hansberry

Mr. Bergeron?

Mr. Bergeron

Yes.

Mr. Hansberry

Mr. Hansberry? Yes.

Is there a motion to approve the minutes of the public Board of Assessors meeting from March 5th, 2020, accept them and place them on file?

Mr. Bergeron

I so move.

Mr. Hansberry

Is there a second?

Mr. Earley

I'll second that.

Mr. Hansberry

Are there any errors or corrections? Mr. Earley?

Mr. Earley

Yes.

Mr. Hansberry

Mr. Bergeron?

Mr. Bergeron

Yes.

Mr. Hansberry

Mr. Hansberry? Yes.

New Business; at this time I'm going to recognize Ms. Kimberly Kleiner, who is the Director of Administrative Services, regarding the division update. Ms. Kleiner.

Ms. Kleiner

Good morning. We would like to congratulate Lindsay Monaghan for accepting the role of the Assessing Admin Specialist II. Lindsay came to the Assessing Department from our Motor Vehicles Department and began working with us on March 23rd.

As you know, all assessing staff have been working remotely, they have access to their desktop computers, AssessPro Classic and AP5 thru a program called Citrix. Over the past two weeks, employees have been allowed to physically enter the department on a rotating schedule, one at a time. This allows them time within the department to print property record cards, access property record files and leave information they've worked on for quality control review by other staff.

As you know, we amended the contract with Vision Government Solutions for the 2020-2022 Full Measure and List due to the COVID-19 pandemic. The amendment was approved by the New Hampshire Department of Revenue. A copy of the amendment was sent to you and posted on the page dedicated to the revaluation on our website. During this time and until determined it is safe by the Mayor, Vision will continue with exterior inspections and gathering of exterior property photos for the property record cards. Our assessors have updated many property record cards with photos in the past few years using digital cameras. One of the objectives outlined in the contract with Vision was to complete the gathering of photos since this reval will include a visit to each property. Properties visited with only an exterior inspection during the pandemic have been noted with a property visit code representing an exterior inspection. These property owners will receive a letter in the future requesting to schedule an interior inspection. During the past couple weeks, staff have issued letters to property owners in Ward 2, notifying each owner that Vision data collectors will begin exterior inspections in that ward shortly. During the pandemic, meetings have been held with the Vision project manager via phone. Bi-weekly updates have been received via email.

Attached, to the memo I have issued to the board, was the report received on April 7th, these reports can also be found on the revaluation page on our website.

On April 9th, we received notice from the New Hampshire Board of Tax and Land Appeals confirming receipt of the City's March 4th Joint Statement and the DRA's Joinder to the Joint Statement. A copy of that correspondence was sent to the Board. The joint statement has been posted to the city website. The city's next status report to the New Hampshire BTLA is due by July 7th.

The Assessing Department is currently working on an update of procedures resulting from the CAMA system upgrade to AP5. As we stated before, we intend to bring forward these policies and procedures with a demonstration of the new CAMA system to the Board of Assessors. A meeting will be scheduled after the city has returned to normal operations. Although the Assessing Department has been updating the AP5 CAMA system for the past few months, the system continues to operate in a "test" capacity. The system will not "go live" until we are able to process tax bills on both systems and compare assessments and data reports confirming that the new CAMA is calculating properly. This comparison will include a review of the MS-1 and all exemptions and credits. The last day for the Assessing Department to make changes to both CAMA systems for the July tax bill is April 30th. A review of data and reports, backup of files and testing will occur between May 1st and May 7th. We will update the Board further on the AP5 CAMA after that review of data. The city IT Department will begin deployment of the AP5 tablets after the new CAMA system is live. A review of audit reports will be outlined at that time.

Recently, the Assessing Department received notice from a taxpayer of a property located at 7 Southgate Road. which the resident believed contained an error. The Assessing Department researched this property, conducted an exterior inspection, corrected the property record card and notified the owner of that property. I did speak to the owner of that property personally by phone. A supplemental tax bill was issued for 2019. I issued a memo, with this memo, to the Board, of a review of that property and what transpired and the letter that was issued to the taxpayer.

Due to the pandemic, our project with David Cornell of Cornell Consulting on the new assessing management dashboard system has been placed on hold. As you can imagine, Mr. Cornell has not been allowed access to City Hall, as it remains closed. We expect the project to resume when the city resumes normal operation.

That's all I have.

Mr. Hansberry

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

Mr. Bergeron

No.

Mr. Earley

No.

Mr. Hansberry

Communications; there are none.

Unfinished business; none.

There are no appointments.

Are there any comments by Board Members?

Mr. Earley

No.

Mr. Bergeron

No.

Mr. Hansberry

Is there a motion under 91-A:3, II(1) 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 when legal counsel is not present to go into non-public session?

Mr. Earley

So moved.

Mr. Hansberry

Is there a second?

Mr. Bergeron

I'll second it.

Mr. Hansberry

Mr. Earley?

Mr. Earley

Yes.

Mr. Hansberry

Mr. Bergeron?

Mr. Bergeron

Yes.

Mr. Hansberry

Mr. Hansberry? Yes.

So we are in non-public. (9:15 am)

Mr. Hansberry

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. Hansberry

Is there a second?

Mr. Bergeron

I'll second it.

Mr. Hansberry

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?

Mr. Bergeron

There's none.

Mr. Hansberry

Is there a motion to adjourn?

Mr. Earley

So moved.

Mr. Hansberry

Is there a second?

Mr. Bergeron

I'll second it.

Mr. Hansberry

All those in favor...Mr. Earley?

Mr. Earley

Yes.

Mr. Hansberry

Mr. Bergeron?

Mr. Bergeron

Yes.

Mr. Hansberry

Mr. Hansberry? Yes. Meeting is adjourned. Thank you very much everybody. (9:38 AM)