

**CITY OF NASHUA**  
**ASSESSING DEPARTMENT**  
**MONTHLY MONITOR**

April 30, 2020

Volume 9

Mailing Address:  
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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 16<sup>th</sup> and scheduled for May 7<sup>th</sup>, 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.
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- 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](http://www.nashuanh.gov/assessing).