

Board of Assessor's Minutes
April 18, 2008

Members Present: Arlene Fogg, Chairperson; David Stevens; Relf Fogg; Rod Wood, Contracted Assessor; and Cynthia Bickford, Assessing Technician.

Also Present: Mark Duffy, Chairperson BOS; John Blackwood, Member BOS; Robin Frost, Town Administrator; and David Hynes, NH-Department of Revenue.

Arlene Fogg called the meeting to order at 6:00 p.m.

Mr. Hynes introduced himself and began the meeting by referring to the 2008 Assessment Review Guidelines, as recommended by the Assessing Standards Board (please see attached spreadsheet).

Mr. Hynes questions when the last time the complete assessing tables were updated. Mr. Wood responded by stating Wakefield had done a complete revaluation in 2003, land update in 2004 and land and building update in 2005, therefore, the last update of the tables took place in 2005.

The items will be reviewed according to the 2008 Assessment Review Guidelines. A draft report will be issued in May of 2009 to the Town indicating any Department of Revenue recommendations. The Town will then have 30 days to respond to any recommendations.

Discussion took place regarding proportionality and median ratio.

The final step will be that the Assessor will need to compile a USPAP compliant report based on Standard 6 of the 2005 Edition of USPAP, this report will need to be on file in the Town of Wakefield and a copy will also need to go to the state for review and compliance.

Respectfully Submitted,

Cynthia Bickford
Assessing Technician

Approval of Minutes:

Arlene Fogg

Relf Fogg

David Stevens

