

**Board of Assessors
September 18, 2018**

Members Present: Dennis Tyler; Rosemary Stewart; Cynthia Bickford, Assessing Technician and Rod Wood, Contracted Assessor. Kenneth S. Paul joined the meeting via phone.

Mr. Tyler called the meeting to order at 8:00 a.m. and led those present to participate in the Pledge of Allegiance. The Board contacted Kenneth Paul via phone to participate.

Also present: Kelley Collins, Town Administrator; David Lee and Donna Martin, videotaping.

Appointments – (a) Rod Wood, Contracted Assessor. Mr. Wood first reviewed the utility values which increased 8.5 million and indicated this was a good investment. The Board had hired George Sansoucy, Utility Appraiser to value the utilities at \$9,750/year and the Town picked up 8.5 million in value. Kudos to Kelley Collins for suggesting the Town hire a utility appraiser. Ms. Collins believed the Town was leaving money on the table and this was proven to be accurate.

Mr. Wood provided the Board with reports indicating the results of the 2018 property values update. The trend analysis (appreciation in the market) was done two different ways: 1. Paired sales analysis which the median came in at 1.05 and 2. Using DRA equalization rates which came in at 0.43 so he reconciled to 0.50% per month from April 1, 2016 – April 1, 2018 (meaning sales appreciated a half percent over this timeframe). Mr. Wood reviewed land values and other reports he provided to the Board. He explained some sales sell for more and some for less, but you try to find the central tendency. The effective date of the values is April 1, 2018. The base rate of the buildings is where the Board will see the most change in values within the Town. The base rate for building square foot cost for residential came in at \$110.00. Mr. Wood reviewed the neighborhood factor extractions and land values. He has changed each body of water to be its own neighborhood, and discussed each factor and how he arrived at the specific factors.

Mrs. Stewart asked for an explanation of the vacancy factor. Mr. Wood indicated when a lot is vacant there is an adjustment made for vacancy; when the lot is improved the vacancy factor is removed due to the well, septic and other site improvements.

The overall ratios were discussed. Median Sales Ratio – 1.0038 (317 sales); Coefficient of Dispersion – 10.75; and the Price Related Differential – 1.0223 (high price to low price properties). Mr. Wood explained during the update he uses two years of sales; the DRA equalization uses one year (6 months prior to April 1 and 6 months after April 1) and the equalization is not time trended. The remaining reports are for the different strata groups.

Mrs. Stewart questioned the gas station assessments. Mr. Wood indicated he can not change the zone, but can adjust the condition factor for use. The zone cannot be changed based on the use.

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Kelley Collins explained the differences between zoning and limitations which may exist due to the zone. You cannot discriminate because they have a business in a specific zone.

Mr. Wood recommends a 900/linear foot price for campers and then there is a depreciation schedule for year.

Unscheduled Matters/Public Comment – None.

New Business – **2019 Budget – Capital Reserve Fund.** The Board discussed the amount to be raised for the Assessing Statistical Update Capital Reserve Fund. Kelley Collins indicated there are options, for example you could change the purpose of the reserve fund or you could reduce the amount requested if you decide not to do a full field review during the next update. Mrs. Stewart moved to raise \$10,000 in reserve on the warrant for the upcoming year. Mr. Tyler seconded the motion, which passed 2-0.

Old Business – **Update on outstanding taxes for RV's.** Ms. Bickford provided an update on outstanding taxes owed by seasonal sites at Lake Ivanhoe Inn & Campground. Site 21 is still unpaid. The owner indicates they sold the unit, no documentation was filed with the office regarding the sale of the unit until the following tax year. The campground owner indicated a sale had taken place when they filed the forms for the 2018 tax year. Mrs. Stewart moved to send the information to the Wakefield Police Department for Site 21. Mr. Tyler seconded the motion, which passed 2-0.

Site 39 was paid on August 29, 2018. Site 40 was paid on June 28, 2018. Site 51 has contacted the Tax Collector for the amount owed. And Site 52 was paid in full.

Correspondence – None.

Administrative Matters. **(a) Intent to Cut Forms.** Wakefield Tax Map 72, Lot 1. Mr. Tyler moved to approve the Intent to Cut for Map 72, Lot 1. Mrs. Stewart seconded the motion, motion passed 2-0.

(b) Timber Warrant. The Board reviewed a Timber Tax Warrant in the amount of \$5,739.39 for Wakefield Tax Map 7, Lot 2, and Map 17, Lot 2. Mr. Tyler moved to approve the Timber Tax Warrant for Map 7, lot 2, and Map 17, Lot 2. Mrs. Stewart seconded the motion, which passed 2-0.

(c) Timber Tax Abatement – Map 96, Lot 7. Ms. Bickford explained there was an error on the spreadsheet used to calculate the taxes. Ms. Bickford has asked the Board to abate \$2,076.52. Mr. Tyler moved to approve the Timber Tax Abatement in the amount of \$2,076.52. Mrs. Stewart seconded the motion, which passed 2-0.

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(d) Earned Time. Ms. Bickford discussed the amount of earned time she has on the books. Due to the workload this year she is asking for the BOA to write a letter to the BOS requesting to roll over more than the 48 hours stated in the Personnel Policy. Mrs. Stewart moved to send a letter to the BOS with a request to roll over additional hours. Mr. Tyler seconded the motion, which passed 2-0.

(e) Board Minutes July 19, 2018 and August 23, 2018. Mr. Tyler moved to approve the July 19, 2018, and the August 23, 2018, minutes as written. Mrs. Stewart seconded the motion, which passed 2-0.

(f) Non-Public Session: None.

Unscheduled Matters/Public Comment – None.

Adjournment – There being no further business, Mr. Tyler moved to adjourn at 9:10 a.m. Mrs. Stewart seconded the motion, which passed 2-0.

Respectfully Submitted,

Cynthia Bickford
Assessing Technician

Approval of Minutes:

Kenneth S Paul, Chairperson

Dennis Tyler

Rosemary Stewart