

**Board of Assessors
August 25, 2022**

Members Present: Relf Fogg; Rosemary Stewart; and Cynthia Bickford, Assessing Technician.

Mr. Fogg called the meeting to order at 8:00 a.m. and lead those present in the Pledge of Allegiance.

Appointments – None.

Unscheduled Matters/Public Comment – Ms. Bickford apologized this item was left off the agenda from the last meeting. The Board reviewed the draft letter prepared by Ms. Bickford and Mrs. Stewart regarding RSA 72:7-d. Mrs. Stewart referred to the usage of the word “shall”. Mr. Fogg suggests the letter may be shared with surrounding communities. Mr. Fogg moved to approve the letter as written. Mrs. Stewart seconded the motion, which passed 2-0.

New Business – (a) **Confirmatory Deed – Map 45, Lot 132.** The Board had requested this item be on the agenda, due to the fact the Board felt this should have gone before the Planning Board prior to the deed being recorded. Based on the emails exchanged which were provided to the Board, the Town Administrator has indicated he will speak with the Planning Board to verify if this item needed to go before them. The Board agreed, as long as the property is now being assessed as a buildable lot the other items are of no concern.

(b) **2023 Budget.** Ms. Bickford reviewed the proposed budget with the Board (by line item). The wage line will be addressed by the BOS according to the Town Administrator. The Assessor’s Wages will remain the same. The Town is under contract with R.B. Wood & Associates for the annual assessing which will remain at \$45,000 for 2023. Ms. Bickford has reached out to George E. Sansoucy, P.E., LLC for pricing since the utility contract is through 2022. The legal line will remain the same. Ms. Bickford reminded the Board we have 4 years of outstanding appeals with PSNH dba Eversource which date back to 2018. Mrs. Stewart indicated this is a tough line to estimate since you never know what will come up. Ms. Bickford indicated Avitar has no information until late fall regarding the changes in pricing, she asked the Board to increase the 2022 figure by \$160.00 which would total \$5,036.00. Franco Rossi, CAI has indicated the Map Maintenance Contract will increase from \$4500.00 to \$4800.00 and the GIS Internet Contract will increase from \$2,400.00 to \$3,000.00. There has been talk about NHAHO increasing the dues, but this has not happened at this time. Ms. Bickford recommends no change to the \$50.00. The recommendation is also to keep both the Printing/Supplies line flat at \$700.00 and the Postage line flat at \$560.00. Mrs. Stewart thinks this may be cutting the line short and should be increased. Ms. Bickford indicated she has just finished mailing letters for recertification of exemptions/tax credits and is now working on current use and therefore, the mailings should be less next year. Mileage has been increased from 0.545/mile to 0.625/mile. Many meetings and training are returning to live sessions and not zoom. This line should be adequate at \$600.00. The Board will wait to finalize the budget until the September meeting with the hopes they have a number for the utility appraisal. Ms. Bickford reminded the Board she will be presenting all other information to the Town Administrator later this month.

(c) **Boundary Line Adjustment Plan – Map 62, Lot(s) 1 & 2.** The plan was approved by the Planning Board back in 2014 which proposed multiple boundary line adjustments but specifically an adjustment between Map 62, Lot 1 and Map 63, Lot 10; whereas a triangular piece of land containing 0.04 acres to be deeded from Map 62, Lot 1

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to Map 63, Lot 10. To date a deed has not been recorded and this was not an issue until recently both Map 62, Lot(s) 1 & 2 were sold leaving this "remnant" triangular piece of land still owned by the Lexington Development Group. Ms. Bickford explained to the Board if a deed is not recorded by March 31, 2023, the office will need to create this "remnant" area on the tax maps and bill the owner.

Mr. Fogg moved to send a letter to Lexington Development Group, LLC requesting that they adhere to the plan approved by the Wakefield Planning Board on August 7, 2014 and record a deed transferring the triangular piece identified as 0.04 acre to the abutter known as Map 63, Lot 10 within 60 days and copy the owners of Map 63, Lot 10 and Map 62, Lot 1 on the letter. Mrs. Stewart seconded the motion, which passed 2-0.

Old Business – None.

Correspondence – (a) **MS-1 Extension.** Mrs. Stewart moved to request a delay (extension) in filing the MS-1 through October 1, 2022 for the utility values. Mr. Fogg seconded the motion, which passed 2-0.

Administrative Matters - (a) **Intent to Cut Forms.** The Board reviewed and signed an Intent to Cut for Wakefield Tax Map 242, Lot 1.

(b) Timber Tax Warrants – None.

(c) Exemptions/Tax Credits – Map 44, Lot 6 was owned by an individual who has put their property in a trust and the owner was receiving the tax credit as the spouse of a veteran. The trustee of the revocable trust is the spouse of a veteran, it does not appear the veteran has a beneficial interest or life estate within the trust, but this can't be verified due to the fact the husband would not provide the trust and indicated he is not named in the trust. The Board by consensus decided to table this issue and has requested to view a copy of the trust.

(d) Abatement(s) – Map 111, Lot 28 Site 12. A demo permit was issued on October 7, 2021 to remove the porch and deck on a recreational vehicle which was leaving the campground. The assessing firm recently conducted a site visit to the campground on July 29, 2022 and verified the site was vacant. Mr. Fogg moved to approve the abatement for the 1st issue tax bill in the amount of \$94.44. Mrs. Stewart seconded the motion, which passed 2-0.

(e) Board Minutes – July 28, 2022 Minutes and Non-Public Session. Mr. Fogg moved to approve the minutes of the June 30, 2022 both public and non-public session. Mrs. Stewart seconded the motion, the motion passed 2-0.

(f) Next Meeting Date. The next meeting is scheduled for Thursday, September 29, 2022.

Unscheduled Matters/Public Comment – None.

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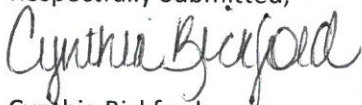
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Non-Public Session RSA 91-A:3 II (c). Mr. Fogg moved to enter Non-Public Session under RSA 91-A:3II(c) at 8:48 a.m., Mrs. Stewart seconded the motion. Roll call vote: Mr. Fogg – ‘aye’; Mrs. Stewart – ‘aye’. The motion passed 2-0, and the Board immediately entered Non-Public Session.

The Board returned to public session at 9:18 a.m. During the immediately preceding Non-Public Session the Board discussed the processes of the Assessing Office and how they integrate with other departments.

Adjournment – There being no further business, Mr. Fogg moved to adjourn at 9:18 a.m. Mrs. Stewart seconded the motion, the motion passed 2-0.

Respectfully Submitted,

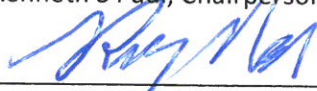


Cynthia Bickford

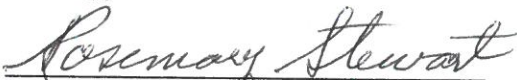
Assessing Technician

Approval of Minutes:

Kenneth S Paul, Chairperson



Relf Fogg



Rosemary Stewart

