

**Board of Assessors  
July 27, 2023**

**Members Present:** Rosemary Stewart; Kenneth S Paul; and Cynthia Bickford, Assessing Technician.

Also present: Carol Darcy and Mary Ellen Leone.

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

**Appointments** – a) Beth Downs, Miss T Revocable Trust former owner of Map 201 Lot 11. Beth Downs cancelled her appointment after the agenda was posted.

b) Attorney Randy Walker on behalf of Kozy Korner Realty Trust current owner of Map 201 Lot 11. Attorney Walker cancelled due to the fact the first appointment had cancelled.

**Unscheduled Matters/Public Comment** – None.

**New Business** – None.

**Old Business** – None.

**Correspondence** – a) DRA 2022 Cyclical Monitoring Report. The Board asked for the report to be emailed to all members.

b) PA-28 Inventory of Taxable Property Form (not on the agenda). The Board indicated they would not be using the PA-28 Form in 2024 and therefore did not request any forms.

**Administrative Matters - (a) Intent to Cut Forms** – Map 100 Lot 4; and Map 95 Lot(s) 28; 29; 30; 31; 32 & 33. The Board reviewed and approved the Intent to Cut Forms for the above mentioned parcels.

**b) Intent to Excavate.** Map 47 Lot(s) 29 and 32. The owner responded via email to the letter sent by the Board of Assessors and indicated they have been trying to hire a surveyor but have not been successful at this time. All work has been stopped at the site, the site has been secured and gated. The Board by consensus agreed to send the original Intent to Excavate Forms along with the checks for the processing fee made payable to the State of NH back to the owner until a plan is filed for the property.

**(c) Timber Tax Warrant** – Map 214 Lot 14. No Report of Cut was filed by May 15, 2023 as stated in RSA 79:11. A reminder was mailed to the landowner on April 28, 2023. The office contacted Noah Hoffman, NH Timber Appraiser and he suggested to calculate the timber from the volumes listed on the Intent to Cut and assess dooamage. An email was sent to both the landowner and the logger; a report was received via email on July 19, 2023 after the contracted assessor had billed the timber taxes on July 18, 2023.

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Mrs. Stewart moved to approve the Timber Tax Warrant including the dooimage for Wakefield Tax Map 214 Lot 14. Mr. Paul seconded the motion, motion passed 2-0.

**(d) Exemptions and Tax Credits. Institutional Exemption:** Rod Wood has reviewed and conducted a site visit for Map 241 Lot 53 for a charitable exemption. His recommendation is to grant the charitable exemption and added that the organization is similar to a historical society. Mrs. Stewart moved to grant the charitable exemption based on the recommendation from the contracted assessor (Rod Wood). Mr. Paul seconded the motion. The motion carried 2-0.

**(e) Abatements - None**

**(f) Board Minutes – June 29, 2023 Minutes.** Mrs. Stewart moved to approve the minutes of the June 29, 2023 meeting. Mr. Paul seconded the motion. The motion carried 2-0.

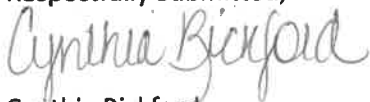
**(g) Next Meeting Date.** August 31, 2023.

**Unscheduled Matters/Public Comment – None.**

**Non-Public Session RSA 91-A:3 II (a) – None.**

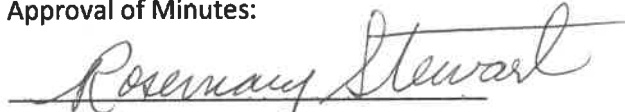
**Adjournment** – There being no further business, Mr. Paul moved to adjourn at 8:23 a.m. Mrs. Stewart seconded the motion. The motion passed 2-0.

Respectfully Submitted,

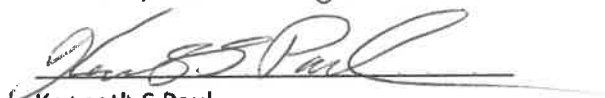


Cynthia Bickford  
Assessing Technician

Approval of Minutes:



Rosemary Stewart, Chairperson



Kenneth S Paul

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Relf Fogg