



**TOWN OF DUNBARTON
BOARD OF ASSESSORS
MINUTES MEETING
May 19, 2020**

Present: Mary LaValley, Chair
Bryan Clark
Jacques Belanger
Janice VandeBogart, Recording Secretary

Also Present: Line Comeau, Town Administrator
Scott Marsh, Municipal Resources, Inc.

Adam Denoncour from NH Department of Revenue
Administration joined the meeting via Tele-Conference call.

The meeting was called to order at 7:00 pm

Assessment Review – 2020 Revaluation: Adam Denoncour from DRA stated that he would like to start with questions for Scott Marsh from Municipal Resources, Inc. regarding the revaluation contract signed with the Town of Dunbarton for the 2020 Statistical Reval. The results were that the work began after the contract was signed in November of 2019; the delivery date to the Town will be August 15, 2020; there will be site values and land curves, all being looked at; building cost values will be reviewed; out buildings included; and the goal will be to bring the Town of Dunbarton to full market value. MRI will be working with the Vision program; their sales analysis is in progress and when ready, will be sent to DRA; MRI has adequate work space in the Dunbarton Office and will be working remotely as well; when values are determined they will be mailed to the taxpayers; numbers will be ready 30 days prior to the due date for the MS-1; there will be a written message on the property tax bill to taxpayers regarding the process to apply for an abatement; the Town will be using George E. Sansoucy P. E., LLC for the Utility updates; MRI has signed contracts with anyone working for them. Adam Denoncour stated that because of the pandemic all field visits are on hold and they don't know when they will be up and running again. In the meantime, they will be looking at information regarding exemptions, charitable properties; Current Use files, etc. He will be in contact with the Town Administrator to set up an appointment to go over this information.

Bryan Clark asked if the DRA would be doing spot checks. Adam Denoncour said yes, they would, as part of the assessment review. They will trim down to improved properties, picking around 40 of them at random and see if data points are correct. Then they will send out a final report but he didn't expect any issues there.

Scott Marsh, from MRI, had a couple of items he wanted to discuss with the board and Adam Denoncour stayed on the line.

Measuring and Listing: Scott stated that MRI stopped all inspections because of the pandemic. They don't get out of their car, viewing properties outside and checking information available. MRI would like to draft a letter to taxpayers, asking them to fill out a survey to describe their properties. This would be on properties that have not recently sold. Those that are new homes

will be measured, however, there will be no human contact. He stated that Dunbarton's data is always good so this will go well. About one half of the properties had been covered before the pandemic stopped them. It was noted that following the Governor's guidelines regarding the pandemic, their job is considered "essential". He also indicated that their crew will be "visible" and will identify themselves.

Hearings: Scott Marsh stated that assessment numbers will be calculated and brought to the Board of Assessors. These will be preliminary values. After taxpayers have been notified, they will have three choices to discuss their assessments with MRI reps. 1. In person, with social distancing; 2. Telephone interviews; 3. Having a ZOOM meeting where they can call in and MRI will talk to them face to face.

Bryan Clark: Asked what the time frame was. **Answer:** After the numbers are submitted to the Board of Assessors, around the middle of June. The hearings would be late June or mid July to be finished by August 15, 2020. Following the hearings, letters will go out to the taxpayers letting them know of any changes.

It was noted by the Town Administrator that since Dunbarton has been working with MRI, abatements have been fewer. She also stated that the town has picked up \$3 million in value this year.

Adam Denoncour from Department of Revenue signed off and Scott Marsh from Municipal Resources, Inc. left the meeting at 7:30 pm.

Minutes of April 21, 2020: The board reviewed the minutes of April 21, 2020. Bryan Clark made the motion to accept the minutes as written. The motion was seconded by Mary LaValley. The vote was all in favor, motion passed. The minutes were signed by the members.

Correspondence: Correspondence from Department of Revenue acknowledging the receipt of the Town's Equalization Values for 2019 was reviewed.

Invoices for approval: The following invoices were reviewed and approved for payment.

1. Municipal Resources Inc. - in the amount of \$3,805.59 for statistical revaluation services. It was noted that this payment would be paid with funds from the Capital Reserve Fund for the 2020 Revaluation.
2. Municipal Resources Inc. - in the amount of \$1,031.25 for Assessing services.

Property Tax Warrants: The 2020 Estimated Tax Warrants for the following were reviewed, approved and signed by the Board of Assessors:

1. Warrant in the amount of \$4,023,433.22 for Residential Properties
2. Warrant in the amount of \$252,501.25 for Utility Properties

Timber Tax Warrants: The Board reviewed, approved and signed Timber Tax Warrants for the following:

1. Army Corp of Engineers, Lot #E2-01-207 in the amount of \$740.64. It was noted by the Town Administrator that the an estimated tax payment has already been received for this cut in the amount of \$6,004.75. The total timber tax was calculated at \$6,745.39, resulting in a balance due of \$740.64.
2. Burnham, Estate of Joan, Lots B3-02-07, B3-02-09, & B3-02-10 in the amount of \$5,982.26.

There being no further business, the meeting was adjourned at 8:00 pm.

Mary La Valley

Bryan Clark

Jacques Belanger
Dunbarton Board of Assessors

Recorded by: Janice VandeBogart