



# THE CITY OF NASHUA

*Administrative Services Division*

*Assessing Department*

*"The Gate City"*

## **Board of Assessors Meeting for March 17, 2022 Agenda**

**A meeting of the Board of Assessors is scheduled for Thursday, March 17, 2022 at 9:00AM  
At the Nashua City Hall, 3<sup>rd</sup> Floor Auditorium, 229 Main Street, Nashua, NH 03060.**

**You may also join online via Zoom:**

<https://us02web.zoom.us/j/81605690286?pwd=VG1BZkZoZWVOZlY5SVNPZzZlNW5Gg3UT09>

**Meeting ID: 816 0569 0286 Passcode: 660315**

**Join Zoom Meeting by telephone: 1-929-205-6099**

**This meeting will also be broadcast on Comcast Channel 16.**

**If anybody has a problem accessing the meeting or Channel 16, please call 603-589-3048 and they will help you connect.**

- **Sixth Meeting of 2022.**
- **Motion:**
  - ✦ **To approve minutes of the public and non-public sessions of The Board of Assessors Meeting of Thursday, March 3, 2022**
- **Communications:**
  - ✦ **Vision's March 9, 2022 Bi-Weekly Status Report**
  - ✦ **Vision's Quarterly Update of 2022 Revaluation Project**
- **New Business Items:**
  - ✦ **None**
- **Unfinished Business:**
  - ✦ **None**
- **Public Comment**
- **Comments by Members of the Board**
- **Non-Public Session**
- **Signature Items**

**Public Minutes of the Board of Assessors  
Meeting of March 3, 2022**

A meeting of the Board of Assessors was held on Thursday, March 3, 2022 in the 3<sup>rd</sup> Floor Auditorium at Nashua City Hall, located at 229 Main Street, Nashua, NH 03060. The meeting was called to order at 9:00 AM by Chairman Daniel Hansberry

**Members Present:**

Daniel Hansberry      Robert Earley      Paul Bergeron

**Assessing Staff Present:**

Richard Vincent      Jessica Marchant      Jackie Marsh      Greg Turgiss  
Doug Dame (via Zoom)      Jennifer Zins (via Zoom)      Cheyann Devlin (via Zoom)

**Other City of Nashua Staff Present:**

Attorney Celia Leonard      Diane Veino (via Zoom)      Kim Kleiner (via Zoom)

**Chairman Daniel Hansberry**

I'll call the meeting of the Nashua Board of Assessors to order at 9 AM on Thursday, March 3, 2022. Let the record show that present from the Board are Robert Earley, Paul Bergeron and myself, Daniel Hansberry.

**MOTION BY** Robert Earley to waive the reading of the public minutes from the Board of Assessors meeting held on Thursday, February 17, 2022, accept them and place them on file.

**SECONDED BY** Paul Bergeron

**VOTE: All in favor**

**MOTION BY** Robert Earley to waive the reading of the non-public minutes from the Board of Assessors meeting held on February 17, 2022, accept them and place them on file

**SECONDED BY** Paul Bergeron

**VOTE: All in favor**

**COMMUNICATIONS:**

None

**Chairman Dan Hansberry**

Is there a motion to seal the minutes of the non-public session because divulgence of the information likely would 1) affect adversely the reputation of any person other than a member of this public body, and 2) render the proposed action ineffective?

**MOTION BY** Robert Earley to seal the non-public minutes.  
**SECONDED BY** Paul Bergeron

**VOTE:**

**Mr. Earley-Yes**

**Mr. Bergeron-Yes**

**Mr. Hansberry-Yes**

**MOTION BY** Robert Earley to make public the non-public meeting minutes of the Board of Assessors meeting from September 16, 2021  
**SECONDED BY** Paul Bergeron

**VOTE: All in favor**

**MOTION BY** Robert Earley to make public the non-public meeting minutes of the Board of Assessors meeting from October 7, 2021  
**SECONDED BY** Paul Bergeron

**VOTE: All in favor**

**MOTION BY** Robert Earley to make public the non-public meeting minutes of the Board of Assessors meeting from October 21, 2021  
**SECONDED BY** Paul Bergeron

**VOTE: All in favor**

**MOTION BY** Robert Earley to make public, with appropriate redactions, the non-public meeting minutes of the Board of Assessors meeting from November 18, 2021.  
**SECONDED BY** Paul Bergeron

**VOTE: All in favor**

**MOTION BY** Robert Earley to make public the non-public meeting minutes of the Board of Assessors meeting from February 17, 2022  
**SECONDED BY** Paul Bergeron

**VOTE: All in favor**



**Project Status Report**  
**From June Perry**  
**City of Nashua NH**  
**Date: March 9, 2022**

CODE	TASK
100	Bonding, Office Set-up, Project Set-up, Public Relations
200	Data Collection, Data Mailers, Building Permits, Sales Inspections, Quality Control and Data Entry
300	Residential Valuation
400	Commercial/Industrial Valuation
500	Residential Field Review, Data Entry
600	Commercial/Industrial Field review, Income Production, Reconcile Cost and Income
700	Digital Imaging, Documentation
900/ 1000	Project Finalization, Change Notices, Special Land Pricing, Client Meetings, Support of Values, Goodwill

Task 100/200

- Bonding is complete. GIS maps have been provided. Building permits are being completed by the City through April 1, 2020. Vision is responsible for building permits through April 1, 2022.
- Public Relations will be on going throughout the project, with on-going sample press releases provided, and meetings available upon request.
- Updates will be provided throughout the project.
- The initial startup meeting with the Board and DRA was March 2, 2020, at City Hall.
- An update to the Board was held on June 4<sup>th</sup>, September 18<sup>th</sup>, December 17<sup>th</sup>, 2020, and March 18<sup>th</sup>, June 3<sup>rd</sup>, October 7<sup>th</sup>, and (November 15, 2021 with council) December 16, 2021.

 **VISION**  
GOVERNMENT SOLUTIONS

- Project commenced March 3<sup>rd</sup>, 2020.
- Data Collection guidelines have been completed. Lister's information has been completed and the police department has been informed of all aspects of the data collection phase of the revaluation.
- Data entry will be ongoing throughout the project, commencing after June 2020.
- Usernames and passwords have been assigned and will have people associated with them do the data entry.
- Daily communication with the Assessor's office is on-going concerning the progress of the data collection as well as any issues to be addressed.
  
- Ward 1-9 Property record cards have been printed.
  
- Images are being taken and will coincide with production numbers. Images are also being captured to the live database. Data entry is on-going.
- **The database is live in Nashua NH**
  
- Parcel Counts all classes of properties including vacants by Ward
  - Ward 1 count 3,869
  - Ward 2 count 3,478
  - Ward 3 count 2,845
  - Ward 4 count 2,287
  - Ward 5 count 4,480
  - Ward 6 count 3,035
  - Ward 7 count 3,027
  - Ward 8 count 2,764
  - Ward 9 count 3,521

The following is the measure and listing numbers accountable as of March 5, 2022

Total Residential Improved Parcel Count	25,605
Measured Improved Parcel Count	25,304
Refusals to Date - Full	<u>301</u>
Total Measures with refusals	25,605
Total Percent Complete Measured	100 %
Total Interior Inspections to date	3262

 **VISION**  
GOVERNMENT SOLUTIONS

Total Commercial/Industrial/Exempt Improved Parcel Count 1,964

Total Measures	1,961
Refusals to Date- Full	<u>3</u>
Total Measured with refusals	1,964
Total Percent Complete Measured	100%

The callback letter has been approved.

Ward 1 residential class mailed 6/30/2021

Ward 2 residential class mailed 8/13/2021

Ward 3 residential class mailed 11/22/2021, for December appointments

Wards 4,5,6 residential class mailed 12/21/2021 for January -March appointments

Ward 7 residential class mailed 2/24/2022

Ward 8 residential class mailed 2/28/2022

Ward 9 residential class mailed 3/3/2022 for April- June appointments

Commercial, Industrial scheduled to be mailed in April for April/May appointments

Data collection for Building permits is on-going.

Task 300/400

February/March 2022

- Residential valuation is on-going.
- Residential Sales review is ongoing.
- Preliminary analysis is ongoing.
- Income and Expense forms are being sent out by the Assessor's office.

Task 500/600

- Field review is scheduled for March -June
- Commercial, Industrial field review scheduled for February/March 2022

Task 900

- **The following timetable is for the hearing phase of the job through the project's completion.**
- Impact notice mailing no later than July 2022.
- Appointments taken for hearings scheduled for July/August 2022.
- Hearings scheduled for July/August 2022.
- Second Impact Notices mailed by August 2022.
- Project Completed by September 1, 2022.

*If you should have any questions, please do not hesitate to call.*

*Sincerely,*

*June Perry*  
*Project Manager*  
*508-351-3634*