



Avitar Associates of New England, Inc.

A Municipal Services Company

January 9, 2019

**Town of Allenstown
Derik Goodine
Board of Selectmen
16 School Street
Allenstown, NH 03275**

Re: Mailings for Data Verification

Dear Derik & Board Members;

Our current assessing agreement has us performing a data verification (DV) process on a part of the properties in the town annually. Over the past couple of years, we have been noticing a trend with taxpayers and their ambivalence toward allowing Assessors on their property. The biggest sticking point appears to be the fact they did not receive prior notification of our impending visit. In 2018, this led to one of our employees having a run in with law enforcement and them informing us that our visit to the property without prior notification could be construed as civil trespass.

Given these recent events, we have made a company-wide decision to no longer visit properties for data verification/cycled inspections without a written prior notice to the taxpayers. We are happy to undertake this endeavor, but are writing to let you know as this comes at an additional cost and pursuant to our contract, any mailings (not otherwise addressed elsewhere in the contract) are the responsibility of the town.

We plan to mail out letters in all of our towns that have Data Verification/Cycled inspections scheduled for 2019 and will start those mailings over the next few weeks. As we need to be proactive with this measure, we will be sending the notices out fairly early and allowing taxpayers the opportunity to contact the town to opt out of the visit. The letter will clearly indicate if the town does not hear from them, it will be perceived as consent to continue on with the process. A copy of the letter to be sent will be forwarded to you before it is sent. A log of those that notify you that they want to opt out (either by email or in writing) should be kept in your office and the field staff will consult with you before starting the DV/Cycled inspection process.

I hope you understand the need for this to occur and will work diligently with us to ensure the safety of our field staff and the privacy of your taxpayers. Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

**Loren J. Martin, CNHA, Sr. Assessor
President, Assessing Operations**

LJM/sjc