



# *Avitar Associates of New England, Inc.*

*A Municipal Services Company*

**October 3, 2018**

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

**Re: 4 Year Assessor's Agreement**

Dear Derik & Board Members;

Enclosed is a four year assessing agreement as your current agreement is due to expire on 12/31/2018. There are a few differences if you were to compare this contract to your previous agreement and I wanted to point those out for you.

The first notable change would be that we are no longer separating out the data verification (now called cyclical inspections) from your contract assessing. These are all classified under one inclusive pricing that covers all aspects of the assessing work that needs to be completed. The second change is attributed to the number of parcels we plan on visiting as part of cycled inspections. As it grows more difficult annually with taxpayers concerned with frequent visits coupled with the fact that the data has been largely accurate, we see no need to visit the number of properties we have been to in the past. Much like the DRA, we will look at a sampling of your data annually (about 10%), along with new construction, sales verification and abatement inspections to ensure the data is accurate. If time goes by and we find there are inaccuracies in the data that are leading to significant value impacts, we would be the first to come to the Board with a plan to rectify. Another change lies with the update planned for 2022. In the past, we simply included utility valuations. Now we give you the opportunity to have us include the utility valuations or to opt out allowing you to engage the services of another. Reporting requirements have changed drastically over the past several years, as well as abatements and appeals that were unheard of it until the last few years for Utility properties which have caused a spike in cost for these services.

This proposal has increased over your prior agreement and largely that is attributed to work estimated into the future years and the utility valuation as noted above. As well as, for normal increases in similar services, i.e. gas, staff, overhead, etc. This contract ensures the Assessor continues to be available 3 days per month, pre-arranged and scheduled for Mondays to ensure all day to day needs are being met. While we will be visiting fewer parcels for the cycled inspection process, we will be doing that work annually throughout the entire term of the contract, as well as continue to do all aspects of the clerical work associated with the assessing position.


150 Suncook Valley Highway • Chichester, NH 03258 • (603) 798-4419

[www.avitarassociates.com](http://www.avitarassociates.com)



I hope this proposal meets all of your needs and exceeds your expectations, however, if you have questions or concerns, I would be happy to discuss them with you. If you have no concerns simply sign and return. I will sign and return the original to you with a copy forwarded to the DRA.

Sincerely,

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

LJM/sjc  
Enclosure





***Avitar Associates of New England, Inc.***

*Municipal Services Company*

**ALLENSTOWN, NH  
4 YEAR  
ASSESSOR'S PROPOSAL  
1/1/2019 THROUGH 12/31/2022  
DRA CERTIFICATION 2022**

This agreement is made by Avitar Associates of N.E. Inc., located at 150 Suncook Valley Highway, Chichester NH, 03258, herein called "The Company", for the Town of Allenstown, NH, herein called "The Town".

Avitar shall act as the responsible assessing agent under this agreement for the Municipal Assessing Officials of the Town of Allenstown, 16 School Street, Allenstown, NH 03275, email [dgoodine@allenstownnh.gov](mailto:dgoodine@allenstownnh.gov), phone number 485-4276 x112 & fax number 485-8669.

## **ASSESSING AGREEMENT**

### **I. CONTRACT ASSESSING & CYCLED INSPECTION – Will appear on monthly invoice as Contract Assessing (CA), to be billed in equal monthly installments of \$2,735 for the term of the contract.**

- A) Office Hours:** This time is set aside to meet with taxpayers and/or other department heads in matters associated with assessment procedures, valuations, etc., as well as field work, as needed and the duties described below. On average assessor will be in town 3 days per month (Monday's), pre-arranged/scheduled.
- B) Duties:** Shall include routine assessment tasks which are normally part of the assessor's duties. Such as the administration of Timber Yield Taxes, Excavation Yield Taxes, MS-1 report, tax warrant, applications for current use, and/or other exemptions such as blind, elderly, veterans, etc
- a) Map Changes:** The assessor shall reassess and generate new values for any new parcels created from subdivisions and/or developments which have occurred prior to April 1<sup>st</sup> of the tax year.
- b) Pick-ups:** Normal routine assessment updates resulting from changes whether it be from new construction, such as in additions or renovations; or conversely if a diminution of value should occur from fire damage or some other possible unforeseen circumstances.
- c) Meetings:** The assessor shall be available for any normal meeting not to exceed once a month (on average), with the Board of Selectmen/Assessors for any assessment or budget matter. Scheduled on one of the assessing days for which the Assessor is in Town. Meetings after 7:00 pm will be billed additionally at \$85/hour including travel.
- d) Abatements:** The assessor shall consider all abatement requests properly filed by any taxpayer and after review and research, shall make a recommendation to the Board of Selectmen/Assessors in writing. Utilities are not included in this Section. See Section I. Utility Work.
- C) Appeals:** The assessor shall represent the Town and its best interest in all abatements or appeals. Utilities are not included in this Section. See Section I. Utility Work.
- D) Miscellaneous:** Miscellaneous duties and/or special assignments involving valuations shall be considered by the assessor, if reasonable and time is available and cost is not economically prohibitive for the assessor.

- E) Sales Ratio:** Assessor will review and verify sales as required by DRA and will provide information for use in the states Mosaic system. Neighborhoods or classes of property will be updated as needed to conform with the towns general level of assessment and an addendum to the USPAP report will be provided to document these types of changes when they occur. This is not a full update of values. Value notices and informal hearings are not included and if requested would be at an additional charge.
- F) DRA Monitoring:** Meet and work with State Monitors to ensure the Town is meeting all certification requirements of DRA and to maintain a good working relationship.
- G) Auto Expense:** No additional mileage or auto expense billing. All included herein.
- H) Data Processing:** Data entry of all assessment related changes as a result of either the new construction or data verification process.
- I) Utility Work:** Any needed updates to utility properties for new construction or defense of values before the BTLA or Superior Court shall be billed additionally at the developed annual rate (currently \$150/hour). This fee is also applied to any utility defense (abatement & appeal) work. Annually, Avitar will mail a letter advising the community of the annual utility rate.
- J) Work Product:** All work files to be delivered in final form to municipal assessing officials.
- K) Cycled Inspection:** On Average, 10% of the total records per year. The assessor shall begin the verification of existing assessments data in order to ensure reliability and equity between taxpayers and ensure that physical data is accurate. This process involves the measuring and listing (interior inspection) for each parcel.

Any interior inspections not completed during the initial field visit, shall be followed up with a company form letter, marked first class to those taxpayers informing them of the importance of such an interior inspection and the procedure to make an appointment for one. A door hanger will be left notifying the taxpayer of our visit to the property and instructing them they will receive a letter at a later date to arrange for inspection. Any and all corrections shall be made to the existing assessment record.

All work will be completed and delivered to the town before the end of the calendar year.

## ***II. TOWN RESPONSIBILITIES***

The Town shall be responsible to provide an office space with desks, tables, chairs, telephone and access to a computer with links to the CAMA system. Access to a copy machine for copying work related documents and keys to the workspace at no cost to the contractor. An assessing clerk, employee of the town/city shall be assigned to aid the assessor with their duties. The clerk's responsibility will include:

- A) To respond to any taxpayer's request for applications for exemptions, current use or abatements.
- B) To help property owners interpret assessment facts as contained on individual cards, if unsure, they should forward to or advise the assessor of all said requests or schedule an appointment for the assessor's next visit.
- C) To aid the assessor by acting as the secretary, duties may include typing, record keeping, appointment scheduling, and any other duty typically associated to a proper and efficient administration of assessment tasks, etc.
- D) The cost of mailings and/or any notices or publications shall be the responsibility of the Town.

## ***III. COMPANY RESPONSIBILITIES***

- A) The Company will provide the Department of Revenue with a copy of certificate of insurance no more than thirty (30) days after the signing of the contract. The municipality will be notified within fifteen (15) days in the event of loss or change in coverage or conditions or amounts of coverage. A financially secure insurer, duly licensed to do business in the State of New Hampshire, shall issue each policy of insurance.
- B) The Company agrees to provide all services, support, personnel, labor, personal materials and equipment to perform the services as indicated in the contract, in an accurate and professional manner and in accordance with all applicable laws and rules in effect at the time of contract satisfaction.
- C) The Company will not assign any part of this agreement without expressed written permission by the municipality.



#### ***IV. COMPENSATION***

The Company shall be compensated as an independent contractor under this agreement. As such, the company shall be responsible for providing FICA, Workmen's Compensation, Unemployment Compensation and Liability to all company employees assigned to work in the Town.

Monthly statements detailing services rendered during the month will be provided by the Company and paid by the municipality within 20 days, unless a written question or concern of the statement is provided to the Company describing any problem, at which time payment may be held until an answer is given or problem/concern is corrected.

## ***V. VALUATION UPDATE***

**2022** Valuation Update (value anew) of all properties in town to ensure compliance with the **2022** DRA Certification.

The update includes the following:

- Sales Verification
- Sales Analysis
- Development of New Cost Tables (Land & Buildings)
- Testing of New Cost Tables
- Recalculation of All Values
- Parcel by Parcel Field Review
- Notice of New Values
- Preliminary values posted on our website (for 30 days) (posting begins when notice of new values are mailed)
- Informal Hearings
- Review After Hearings
- All Data Processing
- Final Sales Analysis & New Values
- Printing of Final Cards
- **A USPAP/ASB Compliant Manual**
- Written Responses to Board of Selectmen on all abatement requests for Tax year 2022
- \*Utility Values can be completed by Avitar for a separate fee of \$12,500, which would include a report necessary for inclusion in the town wide USPAP report.
- Based on 2,087 records (parcels plus multi cards).

There is no obligation by either party to do an update under this agreement. An update agreement detailing the specifics noted above must be signed under separate agreement as required by RSA 21-J:11 and will be forwarded for review and signature in the fall of 2022.

Circumstances outside of Avitar's control, such as changes in the law, DRA rules, Assessing Standards Board rules or makeup of the town may result in changes to the scope of work required which may alter this estimated cost.

### ***With Utilities Option:***

***To be billed in update year 2022 in equal monthly installments of \$5,600 and will be noted on invoice as Update Contract (UC). Utility properties include: Unitil (100-1), NHEC (200-1), Eversource (300-1), Liberty (400-1) & Tenneco (500-1)***

### ***Without Utilities Option:***

***To be billed in update year 2022 in equal monthly installments of \$4,558.33 and will be noted on invoice as Update Contract (UC).***

# COST SUMMARY

	2019	2020	2021	2022
Contract Assessing (CA) w/Cycled Inspections	\$32,820	\$32,820	\$32,820	\$32,820
Update Contract (UC) w/Utilities*				\$67,200
Update Contract (UC) w/o Utilities**				\$54,700
Yearly Cost w/Cycled Inspections & Utilities	\$32,820	\$32,820	\$32,820	\$100,020
Monthly Cost w/Cycled Inspections & Utilities	\$2,735	\$2,735	\$2,735	\$8,335

## CONTRACT EXECUTION



4 Year Contract Assessing & Cycled Inspections & Full Update as Noted Above With Utilities\*

**\$198,480**

4 Year Contract Assessing & Cycled Inspectios & Full Update as Noted Above Without Utilities\*\*

**\$185,980**

### AVITAR ASSOCIATES OF N.E., INC.

Company: \_\_\_\_\_  
 Loren J. Martin, President Assessing Operations  
 or Gary J. Roberge, CEO

\_\_\_\_\_ Date

### TOWN OF ALLENSTOWN, N.H.

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\_\_\_\_\_ Date  
 \_\_\_\_\_ Date  
 \_\_\_\_\_ Date  
 \_\_\_\_\_ Date  
 \_\_\_\_\_ Date

\_\_\_\_\_ Board of Selectmen/Assessors

Offer valid thru 12/31/18.

## **AVITAR PERSONNEL THAT MAY WORK ON THE PROJECT**

<b><u>ID</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>AVITAR POSITION</u></b>	<b><u>NH DRA CERTIFICATION</u></b>
GR	Gary J Roberge	CEO, Sr Assessor	Certified Property Assessor Supervisor
LM	Loren J Martin	President, Sr Assessor	Certified Property Assessor Supervisor
DW	David Woodward	Assessor/Supervisor	Certified Property Assessor Supervisor
MS	Mark Stetson	Assessor/Supervisor	Certified Property Assessor Supervisor
CR	Chad Roberge	Assessor/Supervisor	Certified Property Assessor Supervisor
ER	Evan Roberge	Assessor	Certified Property Assessor
JB	Jonathan Babon	Assessor	Certified Property Assessor
KC	Kerry Connor	Assessor	Certified Property Assessor
JQ	Jerry Quintal	Assessor	Certified Property Assessor
DM	Dan Martin	Assessor Assistant	Certified Property Assessor Assistant
JD	Jaron Downes	Assessor Assistant	Certified Property Assessor Assistant
KC	Keith Colburn	Building Data Collector	Certified Building Measurer & Lister