

Somersworth Board of Assessors

July 16, 2012

Minutes

Present: James Cowan, Patricia LeHoullier, Philip Munck, City Assessor Marybeth Walker (ex-officio)

Also Attending: City Manager Robert Belmore, Planning and Development Director David Sharples , Finance Director Scott Smith.

The meeting came to order at 1 p.m. Mr. Belmore said there is an error on the date of the notice of the meeting and that, in fact, had been posted on Thursday, July 12, 2012.

The Board voted 2-1 to elect Mr. Cowan as Chairman and unanimously to elect Mr. Munck as Clerk.

The Board voted unanimously to authorize the City Assessor to execute the MS-1 (Summary Inventory of Valuation) and other related forms required to be submitted to the N.H. Department of Revenue Administration (DRA); to process and approve or disapprove applications for all requests for property tax exemptions or credits, including those for the elderly, blind, veterans and charitable organizations; and to sign such occasional correspondence to the DRA as may require the signature of the Assessing Official. The Board noted that any application denied by the City Assessor may be appealed to the Board.

The Board voted unanimously to continue executing all warrants and approving all abatements whether credits or refunds to the taxpayer.

The Board thanked Ms. Walker for the excellent summary of statutes provided to it recently.

With no further business to come before it, the Board adjourned.

Respectfully submitted,

Philip Munck, Clerk