

TOWN OF NEW IPSWICH

661 Turnpike Rd New Ipswich NH 03071

Board of Assessors

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Meeting Minutes
April 9, 2024



Present: Jeanne Cunningham, Danielle Sikkila, Timothy Northcott from Cotterie, LLC. and Kristopher Fowler of the DRA.

This was a work session meeting held from 2:00pm to 2:45pm at the town office. The purpose of the meeting was to discuss the contract of the revaluation and the roles of Kristopher and Tim in the process.

Tim confirmed appraisals have begun and will be completed in November. Values will be updated in October for the tax bill to be run. The data of the sales will be entered by Tim.

The DRA is responsible for completing the monitoring report after Tim has completed the revaluation. Kristopher will randomly choose twenty-four properties and of those, twelve properties will be chosen to be reviewed. Letters will be sent by Kristopher to the property owners advising them of this. The DRA will then send Tim Northcott the report of findings, of which Tim, if not in agreement to the findings, has thirty days to respond to the DRA. A copy of the monitoring report is provided to the Town Office.

Dave Marazoff of M & N Assessing will conduct the cyclical inspections.

Tim advised that hearings will be held in person at the Town Office, late August to early September, for any resident who is not in agreement with the assessment. Kristopher will be monitoring the hearings. the Land Use Clerk confirmed that the abatement process is provided on the Real Estate Tax Bill.

Kristopher discussed the assessment review. He inspects the sales and accuracy of the date of 34 to 46 properties. Interior inspections are not completed


Sometime in December 2024 or January 2025, the DRA will be auditing town records of exemptions, credits, and current use.

Kristopher discussed housekeeping topics

- Solar Exemption is removed with the sale of the property after the December tax bill is run
- If a property goes into a trust, the Pa-29 needs to be updated with the new trust name reflected
- Citizens can be notified after April 15, 2024, that solar has not been assessed so exemption applied for cannot be approved at this time.
- Kristopher will confirm with the Land Use Clerk what needs to happen with the previous version of PA-29 with personal information reflected in the file

James E Coffey


Danielle Sikkila


Jeanne M Cunningham