



Avitar Associates of New England, Inc.

Municipal Services Company

**DEERFIELD, NH
5 YEAR
ASSESSOR'S PROPOSAL
1/1/2020 THROUGH 12/31/2024
DRA CERTIFICATION 2020**

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 Deerfield, 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 Deerfield, John Harrington, P.O. Box 59, Deerfield, NH 03037, email bos@townofdeerfieldnh.com, phone number 463-8811 & fax number 463-5846.

ASSESSING AGREEMENT

I. CONTRACT ASSESSING & CYCLED INSPECTION – Will appear on monthly invoice as Contract Assessing (CA), to be billed in equal monthly installments dependent upon final option selected.

- 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.
- 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) Annual Changes:** The assessor shall reassess and generate new values for any new parcels created from subdivisions, LLA's merger which have occurred prior to April 1st of the tax year. These changes must still be provided to your map vender under separate notification and should not be assumed to be the responsibility of the assessor.
- 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. Should this rate change, 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.
- E) If the town does not have a clerk/employee to fulfill these obligations, Avitar can take this role on for an additional cost of \$75/hour.

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. TERMINATION

If for any reason either party desires to terminate the agreement, they may do so with 30 days written notice to the other party. Compensation for services rendered will be determined amicably amongst the parties or through 3rd party mediation if unable to concur.

COST SUMMARY

	2020	2021	2022	2023	2024
Contract Assessing I. A-K (CA) "Option A"	\$25,480	\$25,480	\$25,480	\$25,480	\$25,480
"Option B"	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000
Yearly Cost "Option A"	\$25,480	\$25,480	\$25,480	\$25,480	\$25,480
Monthly Bill "Option A"	\$2,123.33	\$2,123.33	\$2,123.33	\$2,123.33	\$2,123.33
Yearly Cost "Option B"	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000
Monthly Bill "Option B"	\$6,666.67	\$6,666.67	\$6,666.67	\$6,666.67	\$6,666.67

CONTRACT EXECUTION

Option A 	Option B 
<p>5 Year Contract Assessing & Cycled Inspections with assessor onsite on average one day per month. Additional training/clerical work needed to be billed additionally at \$75/hour</p> <p style="text-align: right;">\$127,400</p>	<p>5 Year Contract Assessing & Cycled Inspections with assessor onsite 2 days per week as requested in RFP</p> <p style="text-align: right;">\$400,000</p>

AVITAR ASSOCIATES OF N.E., INC.


Company: _____
 Loren J. Martin, President Assessing Operations

 Date

 Michelle Twombly, CFO or Gary Roberge, CEO

 Date

TOWN OF DEERFIELD, N.H.



 Richard W. Poirer

 Municipal Clerk

 Frederick J. McTearry

 Cynthia M. High

 Board of Selectmen/Assessors

11/25/2019
 Date
11/25/19
 Date
11/25/19
 Date
11/25/19
 Date
11/25/19
 Date

Offer valid thru 12/31/19 and must contain 2 company signatures and majority of the Board of Selectmen/Assessors.

AVITAR PERSONNEL THAT MAY WORK ON THE PROJECT

<u>ID</u>	<u>EMPLOYEE</u>	<u>AVITAR POSITION</u>	<u>NH DRA CERTIFICATION</u>
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/Supervisor	Certified Property Assessor Supervisor
JB	Jonathan Babon	Assessor	Certified Property Assessor
KC	Kerry Connor	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
RW	Robert Weeks	Building Data Collector	Certified Building Measurer & Lister
ZB	Zachary Brennan	Building Data Collector	Certified Building Measurer & Lister

