

AD HOC TAXATION/ASSESSMENT ADVISORY COMMITTEE MEETING

FEBRUARY 22, 2011, 9:00 A.M., COUNCIL CHAMBERS

Meeting called to order at 9:05 A.M. by Bob Manchester.

Present: Committee Members Robert Manchester (chairman and acting secretary), Robert Dillon, Joel Hellmann, and Donald Nessing. Absent was Joop Nagtegaal. Also present was Michael Minardi, Tax Assessor and Richard Nagle President, and Bob Battey, Project Manager, Appraisal Resource Revaluation Group.

Minutes of the February 8th meeting were distributed by email prior to the meeting. Because members had not had time to review the minutes it was agreed that a review of would take place at the next meeting.

Michael Minardi reported that AppraisalRI had met with Mr. DeAngelis after submitting a proposal to be engaged as a consultant for the purpose of assisting with the revaluation project and that, at Mr. DeAngelis' request, he was in the process of checking references of AppraisalRI.

The Committee reviewed the Weekly Report submitted by Appraisal Resource Revaluation Group dated 2/18/2010, a copy of which is attached, with Mr. Nagle and Mr. Battey. Mr. Battey pointed out that of the 412 sales occurring during 2009 and 2010 period 62 had been disqualified for various reasons. Mr. Manchester requested that Mr. Battey furnish the Committee with a list of the excluded sales and a brief explanation as to the reason disqualification. A lengthy discussion concerning the process for assessing commercial properties ensued.

Mr. Minardi distributed copies of the current "neighborhood map." It was agreed that the Committee would discuss the "neighborhood map" at the next meeting and then meet with Appraisal Resource Revaluation Group on March 8th to provide input concerning the composition of neighborhoods.

The Committee inquired as to Appraisal Resource Revaluation Group's practice regarding the documentation of changes to property record cards and adjustments to assessments made during the informal appeal process. Mr. Battey indicated that during informal appeals the firms personnel make notes regarding their discussions with property owners and at the conclusion of the meeting furnish the property owner with a copy of the notes made.

The agenda for the next meeting was discussed and the following topics were proposed:

- Approve minutes of prior meetings
- Review Appraisal Resource weekly report
- Discuss Current Neighborhood Map
- Consultant update

Joel Hellmann again stated that at a not too distant time be believed that the Committee needed to discuss the Assessing Board of Review.

The Committee agreed that the next two meeting dates would be February 28, and March 8, 2011 at 9:00 am.

Upon a motion duly made and seconded, it was voted unanimously that the meeting be adjourned at 10:35AM.

Respectfully submitted,

Bob Manchester, acting secretary