



# State of New Hampshire Department of Revenue Administration

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July 22, 2016

Board of Selectmen  
Town of Plaistow  
145 Main Street  
Plaistow, N.H. 03865

Dear Board of Selectmen,

The Department of Revenue Administration, pursuant to RSA 21-J:11, is charged with the responsibility of monitoring revaluations and supporting municipalities with assessment activities, contract negotiations and compliance. As the Department of Revenue Administration's (DRA) Monitor for the Town of Plaistow (Town), I have reviewed the following standard list of tasks that Corcoran Consulting Associates Inc. (Assessor) completed relative to the International Association of Assessing Officers (IAAO) standards for real property revaluations. The Department has checked all the germane items below for compliance with applicable State Statutes, Revenue 600 rules, and Assessment Standards Board (ASB) guidelines.

**PHASE 1 includes the following: Request for Proposal (RFP) compared to contract, initial meeting with the Town, and the DRA, public relations plan, tax maps, list of DRA approved employees, adequate insurance, and adequate bonding.**

The Town of Plaistow currently contracts with Corcoran Consulting Associates, Inc. The contract between the Town and Corcoran Consulting calls for annual review of assessments and statistical studies. I learned of the update via e-mail inquires in September of 2015. At that point, the decision to do an update, and the update itself was complete. As a result, a pre-revaluation meeting was not held. If any type of update is planned following ratio studies, a separate contract or official notification to the DRA regarding intent to revalue is recommended per RSA 21-J:11, (2). The DRA has previously received a list of employees working in Plaistow, and copies of adequate insurance. Bonding was not a requirement.

TDD Access: Relay NH 1-800-735-2964

*Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.*

**PHASE 2 includes: data-collection, quality control procedures and call back compliance.**

The Assessor verified sales using sales questionnaires mailed to the new owners of the property, viewing MLS data, and DRA PA-34's. If a particular sale has not been recently inspected, a request is made to inspect the property. Each year the company visits and verifies a portion of the improved properties as part of an on-going cyclical review process.

The DRA reviewed twelve (12) randomly sampled properties used in the sales analysis and determined that data elements were adequate.

**PHASE 3 includes: valuation analysis, neighborhood delineation, valuation notice, informal hearings, and final valuation adjustments.**

The DRA did not receive any preliminary or final analysis regarding the 2015 update. The Assessor did not hold informal hearings. The taxpayers are given the opportunity to call or visit with assessing staff to discuss changes in their assessments. Interior inspections were done by request of the taxpayer, or when the taxpayer questions the accuracy of listed data.

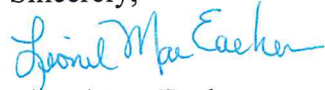
**PHASE 4 includes: appraisal manual, sales book, sales ratio studies and timeline adherence.**

An update to the existing Uniform Standards of Professional Appraisal Practice (USPAP) Report was not submitted for the 2015 statistical update by Corcoran Consulting Associates, pursuant to the terms of the contract. The sales ratios are the items that are used to gauge the results of the revaluations effort. The IAAO recommends the use of the median ratio, which is the midpoint or middle ratio when the ratios are arrayed in order of magnitude. The overall level of appraisal for all parcels in the Town should be within 10 percent of market value (100%) that is, between 90% and 110%. Your 2014 median ratio calculated by the DRA prior to the revaluation effort was 94.12% and the final 2015 town wide ratio as calculated by the DRA is 95.10%. IAAO also recommends using the coefficient of dispersion (COD) as the measure of uniformity in the ratio study. Low COD's (15.0 or less) tend to be associated with good appraisal uniformity and COD's above 20 indicate poor uniformity. Your 2014 COD calculated by the DRA was 5.92 and your completed revaluation COD is 5.51. Your price related differential (PRD) which measures vertical equity (low assessed property versus high assessed property) as calculated by the DRA for 2014 was 1.01; the ratio for 2015 is 1.00. These statistical measures fall well within the IAAO guidelines for assessment equity and uniformity.

In conclusion, it is our hope that any assistance we provide will enable the Town to have assurance that uniformity and proportionality among taxpayers was improved because of the revaluation. We commend the Board of Selectmen and Town Manager for taking a proactive approach in addressing the need to keep values current and to provide equity within the town. Finally, in regard to my visits and/or phone calls to the Assessing office, I would like to give a personal thank you to Lori Sadewicz, Assessing Clerk. Her cooperation and overall knowledge is always appreciated.

We hope that this information is helpful, and we look forward to continuing the support and assistance that the Department of Revenue Administration provides to your community. If we can be of any further assistance, please feel free to call me at 419-0076 or 230-5900 or via email at [Lionel.Maceachern@dra.nh.gov](mailto:Lionel.Maceachern@dra.nh.gov).

Sincerely,



Lionel MacEachern,  
Real Estate Appraiser,  
Municipal and Property Division,  
Department of Revenue Administration

cc: DRA File