

DRAFT

(NOTE: This Committee has been disbanded so minutes were not approved)

**LEBANON BOARD OF ASSESSORS
DECEMBER 7, 2023-12:00 PM
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE**

MEMBERS PRESENT: Jay Hutchins (Chair), Brian Ware, Falguni Mehta,

MEMBERS ABSENT:

STAFF PRESENT: Kimberlee Burkhamer, Alesia Williams, Mike Pelletier,
Ed Tinker attended remotely.

GUESTS: City Manager Shaun Mulholland

- 1 **1. CALL TO ORDER** – Jay Hutchins (Chair) called the meeting to order at 12:15 PM.
2
- 3 **2. APPROVAL OF MINUTES:**
- 4 **A. August 22, 2023**
- 5 **MOTION** by Brian Ware to approve the August 22, 2023, minutes. Seconded by Falguni Metha.
6 ***Motion** approved (3-0).
7
- 8 **3. OLD BUSINESS**
- 9 **A. None**
10
- 11 **4. NEW BUSINESS**
- 12 **A. City of Lebanon’s Ethics Policy**
- 13 City Manager, Shaun Mulholland was present to speak with the Board regarding the City of
14 Lebanon’s Ethics Policy. The City Council has requested that the City Manager meet with all Boards
15 and Committees to review this policy annually. The link to the policy is on the City website under
16 Transparent Lebanon. The purpose of the policy is the expectation that the officials in the city will
17 act in the best interest of the city and not for private or personal gain. City Manager Mulholland
18 explained the difference between pecuniary interest and personal interest and why someone might
19 need to recuse themselves from decision making when sitting on a board or committee. He spoke of
20 representation and how the Board may vote to appoint one of the members to be a representative, but
21 that not any member of the body would be able to present themselves as an agent of the Board of
22 Assessors without the vote of the entire Board. He also spoke of the confidentiality provision, as
23 there may be information obtained in a meeting that may be confidential in nature. There is also a
24 process for complaints, which he explained to the Board.
25

1 There were some questions from the Board members regarding conflict of interest, which City
2 Manager Mulholland answered.

3 City Manager Mulholland stated that the Board will be receiving a new waiver form acknowledging
4 their understanding of this policy which they will need to sign. For any further questions, please
5 contact the city manager's office.

6 City Manager Mulholland inquired if there was anything further, there were no other questions. He
7 thanked the Board and left the chambers.

8
9 **B. Administrative Abatements**

10
11 The Board decided to deliberate and vote on three of the four Administrative Abatements

12
13 List # 1 - It is recommended that the following Abatements be Granted.

14
15 **Tax Map 105 Lot 27 – City of Lebanon**

16 This property was acquired by the City on August 31, 2023; it is recommended that an
17 administrative abatement of \$1,850 be granted to correct tax records.

18
19 **Tax Map 72 Lot 83 – City of Lebanon**

20 This property was acquired by the City on May 31, 2023; it is recommended that an
21 administrative abatement of \$5,846 be granted to correct tax records.

22
23 **Tax Map 93 Lot 103 – City of Lebanon**

24 The property acquired by the City on October 26, 2023; it is recommended that an administrative
25 abatement of \$42.00 be granted to correct tax records.

26
27 **MOTION** by Falguni Metha to accept the Assessor's recommendations for the three administrative
28 abatements listed. Seconded by Brian Ware.

29 ***MOTION** approved (3-0).

30
31 **Member Brian Ware recused himself from deliberating on the Carter Comm. Bldg. Assoc.**
32 **Administrative Abatement, as he has a personal interest.**

33
34 List # 1 - It is recommended that the following Abatement be Granted.

35
36 **Tax Map 48 Lot 10- Carter Comm Bldg. Assoc.**

37 The property above received a first issue tax bill prior to being granted exempt status, it is
38 recommended that an abatement of \$11.00 be granted plus applicable interest and fees.

39
40 **MOTION** by Falguni Metha to accept the Assessor's recommendations for the administrative
41 abatement for the Carter Comm Bldg. Assoc. Seconded by Chairman, Jay Hutchins.

42 ***MOTION** approved (2-0). With (1) abstaining

43

1 **Member Brian Ware returned to his seat at the Board table.**

2

3 **C. Non-Public Session – NH RSA 91 A:3 II(j)**

4 Chairman, Jay Hutchins, made a motion to enter a non-public meeting.

5 **MOTION** by Chairmen Jay Hutchins to enter a non-public meeting per RSA 91 A:3 II (j) for
6 consideration of confidential, commercial, or financial information that is exempt from public
7 disclosure under RSA 91-A:5. Seconded by Falguni Metha.

8 **Roll Call Vote:**

9 **Jay Hutchins, Falguni Metha and Brian Ware voted Yea.**

10 ***Motion** approved (3-0).

11

12 The Board entered a non-public session at 12:30 PM

13

14 **MOTION** by Chairman Jay Hutchins, for the Board of Assessors to come out of non-public
15 session and seal the minutes of the non-public session. Seconded by Brian Ware.

16 **Roll Call Vote:**

17 **Jay Hutchins, Falguni Metha and Brian Ware voted Yea.**

18 ***Motion** approved (3-0).

19

20 The Board reconvened to Public Session at 12:40 PM

21

22 **The Board of Assessors was unable to manage a quorum for the proposed December 14,**
23 **2023, meeting. Dates of December 18, 2023, or December 19, 2023, were suggested.**

24

25 **5. Other Business – None**

26

27 **6. ADJOURNMENT:**

28 **Motion** by Chairman Jay Hutchins, to adjourn the meeting. Seconded by Brian Ware.

29 **Roll Call Vote:**

30 **Jay Hutchins, Falguni Metha and Brian Ware voted Yea.**

31 ***MOTION** approved (3-0).

32

33 **Meeting was adjourned at 12:45 PM**

34

35 Respectfully submitted,

36 Kimberlee Burkhamer

37 Assessing Clerk