

NEW HAMPSHIRE REAL ESTATE APPRAISER
PUBLIC MEETING MINUTES
February 2, 2023

There was a meeting of the Real Estate Appraiser Board held on February 2, 2023. The public may attend via video/teleconference. The following Board Members attended in person at the Board's Office: Sherman, Schubert, Correnti, LeMay and Macagba.

Attended in person were OPLC Board Administrator's Dawn Couture and Marla Pike.

Attended in person was OPLC Attorney Shane Goulet.

Board Member Macagba left at 11:00 am.

I. Call to Order – 9:04 a.m.

II. Approval of Public Minutes – Board Member Macagba made a motion which was appropriately seconded by Board Member LeMay to approve the public minutes as written. The motion passed 4-1. Board Member Schubert voted nah as there were concerns of some items left out.

III. New Business –

- a. Joselito Mangual – Request to take online qualifying education through McKissock – Board Member Correnti made a motion which was appropriately seconded by Board Member Schubert to approve Mr. Mangual's request to take a specific qualifying education course online through McKissock. The motion passed unanimously.
- b. George Sansoucy – Letter of concern regarding the 14 hour in-classroom for continuing education – Administrator Couture to respond back to Mr. Sansoucy. The Board is aware and is addressing it this in their current rule making. There are some new classroom courses that are being posted on providers websites.
- c. Amy McClellan – Request to have all continuing education hours online for renewal – Board Member Schubert made a motion to approve. It was clear to the Board if the courses Ms. McClellan had submitted with her request were the courses she was asking to have approved or if she could take the remaining two courses online. Board Member Macagba made a motion to approve McClellan's request as long as the courses are on the Board's approved course list. The was seconded by Board Chair Sherman. The motion passed unanimously.
- d. David S. Brown – Request to have all continuing education hours online for renewal – Board Member LeMay made a motion to approve Mr. Brown's request given that the courses are on the Board's approved course list. The motion was seconded by Board Member Schubert. The motion passed unanimously.
- e. Meghan Gadway – Requesting to take online qualifying education through Appraisal Institute – Board Member LeMay made a motion to approve Ms Gadway's request to take a specific qualifying education course online through the Appraisal Institute. The motion was seconded by Board Member Macagba. The motion passed unanimously.
- f. Laura Eger – Request to take a synchronous class for qualifying education – Board Member Correnti made a motion to approve Ms. Eger's request to take specific qualifying education courses online through McKissock. The motion was seconded by Board Member LeMay. The motion passed unanimously.

- g. Jill Galus – Request for 75 hours of qualifying education accepted through the Appraisal Institute – Board Member LeMay made a motion to accept the courses that Ms. Galus had taken online for qualifying education through the Appraisal Institute. The motion was seconded by Board Chair Sherman. The Board requested when responding back to Ms. Galus to let her know that changes with the rules are coming. The motion passed unanimously.
- h. Heather Koutelis – Request to take qualifying education online through McKissock – Board Member LeMay made a motion to approve Ms. Koutelis’s request to take specific qualifying education courses online through McKissock. The motion was seconded by Board Member Schubert. The motion passed 4-0. Board Member Correnti was recused and did not vote.
- i. Leah Sandberg – Request to take qualifying education online through McKissock – Board Member LeMay made a motion to approve Ms. Sandberg’s request to take specific qualifying education courses online through McKissock. The motion was seconded by Board Member Schubert. The motion passed 4-0. Board Member Correnti was recused and did not vote.
- j. Draft Standing Order Re. continuing education online – Board Counsel Goulet provided the Board with an updated draft standing order for continuing education to be allowed all online until January 31, 2024. The standing order was signed by Board Chair Sherman.
- k. Discussion regarding Rab 403.06 (b) – Board discussed in non-public with counsel.
- l. Banking Commission position – The Board noted that the position has been opened for three years. Administrator Couture informed the Board that a designee has been selected by the Commissioner; however, the applicant has not yet been approved by G&C.
- m. McKissock denying appraiser USPAP certificates – Board Member Schubert mentioned that after he took the online 7-hour USPAP update course, the certificate of completion did not include New Hampshire. Board Member Schubert stated that when he called McKissock they told him that he would need to take the course over and at the beginning of the course, select New Hampshire as the state to receive credit. McKissock explained that New Hampshire and one other state have a separate exam that must be completed prior to a certificate being issued. This has also happened to another New Hampshire licensed appraiser. Administrator Couture mentioned that she had also been contacted by that appraiser and will reach out to McKissock.
- n. OnBoard – The Board does not like the fact that they cannot print meeting agenda items from OnBoard. Administrator Couture informed the Board it is set up that way for all Boards due to confidential information that some Boards require.

- o. Course for approval – Board Member Schubert made a motion to approve the courses as presented. The motion was seconded Board Chair Sherman. The motion passed unanimously.

There was a request from MBREA to retroactive their course to January 25, 2023. Board Member Schubert made a motion to retroactive to January 25, 2023. The motion was seconded by Board Member Correnti. The motion passed unanimously.

Course	Provider
Advanced Residential Applications and Case Studies	Appraisal Institute
Advance Residential Report Writing Part 2	Appraisal Institute
Economic Outlook and Real Estate Trends 2023	Appraisal Institute - MA/RI & ME Chapter
General Appraiser Sales Comparison Approach	Appraisal Institute
General Appraiser Site Valuation and Cost Approach	Appraisal Institute
Measure It Right! – Using the ANSI-Z765-2021 Standard for Residential Properties	Appraisal Institute
NH in a Time of Virus - Are We in Recovery? An Economist's View	Appraisal Institute - NH/VT Chapter
Review Theory- Residential	Appraisal Institute
Valuation of Conservation Easements	Appraisal Institute
Elimination of Bias and Cultural Competency of Appraisers - with Real World Relevance	Appraiser eLearning LLC
How to Appraiser Solar Panels	Appraiser eLearning LLC
General Market Analysis and Highest & Best Use (A290)	ASFMRA
Sales Comparison Approach for General Appraisers (A302)	ASFMRA
Breakfast With the Experts – How to Protect Yourself in a Litigious Complaint Driven Environment	MBREA
Supervisor-Trainee Course for New Hampshire	McKissock, LP
Appraising Today's Manufactured Homes	McKissock, LP
The Sales Comparison Approach	McKissock, LP
Live Webinar: Residential Market Analysis and Highest and Best Use	McKissock, LP
Introduction to Commercial Appraisal Review	McKissock, LP
Introduction to the Uniform Appraisal Dataset	McKissock, LP
Elimination of Bias and Cultural Competency of Appraisers - with Real World Relevance	Appraiser eLearning LLC
How to Appraiser Solar Panels	Appraiser eLearning LLC
General Market Analysis and Highest & Best Use (A290)	ASFMRA

Sales Comparison Approach for General Appraisers (A302)	ASFMRA
Breakfast With the Experts – How to Protect Yourself in a Litigious Complaint Driven Environment	MBREA
Supervisor-Trainee Course for New Hampshire	McKissock, LP
Appraising Today's Manufactured Homes	McKissock, LP
The Sales Comparison Approach	McKissock, LP
Live Webinar: Residential Market Analysis and Highest and Best Use	McKissock, LP
Introduction to Commercial Appraisal Review	McKissock, LP
Introduction to the Uniform Appraisal Dataset	McKissock, LP

IV. Rules Review and Other Legislative Topics –

- a. Initial proposal of rules 200-500 various sections – Tina Kelley went over each of the following section with the Board. The Board will review Rab 100 at the next meeting.
- Rab 200's – Board Chair Sherman made a motion to accept the initial proposal as proposed. The motion was seconded by Board Member LeMay. The motion passed unanimously.

Rab 300's – Board Chair Sherman made a motion to accept the initial proposal as proposed with some minor grammatical edits. The motion was seconded by Board Member Schubert. The motion passed unanimously.

Rab 400's – Board Member Schubert made a motion to accept the initial proposal as proposed. The motion was seconded by Board Member Correnti. The motion passed unanimously.

Rab 500's – Board Member LeMay made a motion to accept the initial proposal as proposed. The motion was seconded by Board Member Macagba. The motion passed unanimously.

V. Non-Public Session

At 11:34 a.m. upon the motion of Board Chair Sherman and the second of Board Member LeMay, to go into a non-public session the Board, by roll call, voted to conduct a non-public session for the purpose of the reading and approval of the non-public minutes of the November 18, 2022 meeting, and evaluating complaints against licensees, accredited individuals, institution, or organizations, or persons charged with practicing unlawful accounting activity, and noting that such a non-public session is authorized by RSA 91-A:3, II(c), RSA 91-A:5, IV, *Lodge v. Knowlton*, 118 N.H. 574 (1978), and the Board's executive and deliberative privileges. Each Member recorded his or her vote on the motion, which passed by the vote of all members present.

VI. Resume Public Session

At 1:39 p.m. upon the motion of Board Member Schubert and the second of Board Member LeMay, and the Board unanimously voted by roll call, to reconvene the public meeting.

VII. Seal the Minutes of the Non-Public Session

Upon the motion of Board Chair Sherman and the second of Board Member Schubert, by roll call voted to seal the minutes of the non-public session from the public disclosure pursuant to RSA 91-A:3, III(c), on the grounds that public disclosure would be likely affect adversely the reputation of licensees, accredited individuals, institutions, or organizations, or persons charged with practicing unlawful accounting activity, RSA 91-A:5, IV, *Lodge v. Knowlton*, 118 N.H. 574 (1978), and the Board's executive and deliberative privileges. The motion passed with each member recording his or her vote on the motion.

VIII. Adjournment – Board Chair Sherman made a motion which was appropriately seconded by Board Member Schubert to adjourn the meeting at 1:40 pm. The motion passed unanimously.