

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION
P.O. Box 487
CONCORD, NEW HAMPSHIRE 03302-0487

MS-1

2000
INSTRUCTIONS FOR COMPLETING
SUMMARY INVENTORY OF VALUATION - FORM MS-1

If you have questions pertaining to this form, contact the Property Appraisal Division at 271-2687

PAGE 1

Enter the name of the city or town and the name of the county in which the city or town is situated.

Complete the required certificate by inserting the name of the town, the date on which the certificate is signed, and by having a majority of the members of the board of selectmen/assessing officials sign the certificate (RSA 41:15), in ink (Rev 105.02).

PAGE 2

VALUATIONS: (Lines 1 through 4) Enter in the column entitled "assessed valuation", the assessed values of the following:

LINE 1. VALUE OF LAND ONLY- Exclude Amounts Listed on Lines 3A, 3B & 4.

1A. Enter the value of the land under current use at its current use value. Enter the total # of acres receiving current use assessment.

EXAMPLE OF PROPERTY UNDER CURRENT USE: If a parcel of land has an assessed value of \$24,500 before current use and after the current use assessment has been granted its assessed value becomes \$4,000, the amount included in Line 1A would be the \$4,000.

1B. Enter the value of the land under conservation restriction assessment at its conservation restriction assessment value. Enter the total # of acres receiving conservation restriction assessment.

1C. Enter the value of all improved and unimproved residential land. Enter the total # of acres assessed as residential land.

1D. Enter the value of all commercial and industrial land. (DO NOT include the land value of public utility operating plants on this line. The land on which these plants are located is reported on lines 3A & 3B as applicable.) Enter the total # of acres assessed as commercial/industrial land.

DO NOT INCLUDE THE VALUATION OF PIT AREAS ASSESSED IN ACCORDANCE WITH RSA 72-B:12, TAXATION OF EXCAVATION ACTIVITY.

1E. Enter the total sum value of lines 1A, 1B, 1C and 1D.

1F. Enter the total land value of tax exempt and non- taxable property within the parentheses. **DO NOT INCLUDE THIS TOTAL ON LINE 5.** Enter the total # of acres of tax exempt and non-taxable land.

LINE 2. VALUE OF BUILDINGS ONLY - Exclude Amounts Listed on Lines 3A & 3B.

2A. Enter the value of residential buildings only.

2B. Enter the value of manufactured housing as defined in RSA 674:31 only.

2C. Enter the value of commercial/industrial buildings only. (DO NOT include the building value of public utility plants on this line. The buildings owned by public utilities must be reported on line 3A & 3B as applicable).

2D. Enter the total sum value of lines 2A, 2B and 2C.

2E. Enter the total building value of tax exempt and non-taxable property within the parentheses.

DO NOT INCLUDE THE TOTAL ON LINE 5.

LINE 3A. Enter the total value of all public utility property. This figure must match the "Total Valuation of All Utilities Included on List" figure shown on page 3, line A. See page 4 of these instructions for completing the Utility Summary for an explanation and definition of public utilities.

LINE 3B. Enter the total of OTHER public utilities. This figure must match the figure shown on the last line of page 3, line B and line C, "Total Valuation of All Other Utility Companies." See page 4 of these instructions for completing the Utility Summary for an explanation and definition of OTHER public utilities.

LINE 4. Mature Wood and Timber. If your town assesses mature standing timber, enter the assessed value on this line (RSA 79:5).

LINE 5. Enter the total of lines 1E, 2D, 3A, 3B & 4. This figure represents the gross sum of all taxable property in a municipality.

EXEMPTIONS:

(Lines 6 through 8) Enter on the appropriate lines, the number of individuals or units granted, and the actual amount of valuation exempted. Please indicate the actual amount exempted, not the amount due. For example: There may be individuals who are due a certain level of exemption, but because their assessment is below the amount of the exemption, they only receive a portion of the exemption.

LINE 6. Improvements to Assist Persons with Disabilities Exemption (RSA 72:37-a).

LINE 7. School Dining Room, Dormitory & Kitchen Exemption (RSA 72:23 IV) **up to \$150,000** for each exemption granted. See also line 16.

RSA 72:3 IV provides for a School Dining Room, Dormitory & Kitchen Exemption of \$150,000 per qualified property. If a municipality grants an exemption that exceeds \$150,000, the difference between the \$150,000 and the amount actually exempted must be reported on page 2, line 16.

LINE 8. Water and Air Pollution Control Exemption (RSA 72:12-a)

LINE 9. MODIFIED ASSESSED VALUATION OF ALL PROPERTIES:

Enter the sum of line 5 minus lines 6, 7, & 8. This figure will be used for calculating the total equalized value for each municipality.

If you have a village district whose valuation differs from the city/town valuation, see the instructions for completing page 6 of the MS-1 on page 6 of the instructions.

LINE 10. Blind Exemption (RSA 72:37).

LINE 11. Elderly Exemption (RSA 72:39-a & b) from page 4.

LINE 12. Disabled Exemption (RSA 72:37-b)

LINE 13. Woodheating Energy Systems Exemption (RSA 72:70).

LINE 14. Solar Energy Systems Exemption (RSA 72:62).

LINE 15. Wind-powered Energy Systems Exemption (RSA 72:66).

LINE 16. Additional School Dining/Dormitory/Kitchen Exemption (RSA 72:23 IV).

If a municipality grants an exemption that exceeds \$150,000 per qualified property, enter the excess amount.

LINE 17. Total Dollar Amount of Exemptions (lines 10 through 16).

LINE 18. Net Valuation Including Utilities (line 9 minus 17): This figure will be used to set the municipal, county and local school tax rates.

LINE 19. Less Public Utilities (line 3A). DO NOT include the value of OTHER public utilities listed in Line 3B.

LINE 20. Net Valuation without Utilities (line 18 minus line 19): This figure will be used to set the " Education Property Tax Rate."

**PAGE 3
UTILITY SUMMARY**

RSA 83-F:1 V defines utility property in part as "...all real estate, buildings and structures, machinery, dynamos, apparatus, poles, wires, fixtures of all kinds and descriptions, and pipelines located within New Hampshire employed in the generation, production, supply, distribution, transmission, or transportation of electric power or natural gas, crude petroleum and refined petroleum products combinations thereof, water, or sewage subject to tax under RSA 72:6-8..."

SECTION A: ELECTRIC, GAS, PIPELINE & WATER UTILITY COMPANIES — Insert, by company, on the lines provided the valuation of operating plants employed in the production, distribution and transmission of electricity, gas, pipeline, water and petroleum products. Please enter the valuations for **only** the following companies and list them on page 3, section A.

ELECTRIC

- | | | |
|---------------------------------------|---|---|
| Canal Electric | Hudson Light & Power (Town of) | North Atlantic Energy Corp. |
| Central Vermont Public Service Corp. | Massachusetts Wholesale Electric | Public Service Company of New Hampshire |
| Concord Electric Company | Montaup Electric Company | Taunton Municipal Lighting |
| Connecticut Light & Power | New England Electric Transmission Corp. | United Illuminating Company |
| Connecticut Valley Electric Co., Inc. | New England Hydro Transmission Corp. | U.S. Generating Company |
| Exeter & Hampton Electric Co. | New England Power Co. | Vermont Electric Power Co., Inc. |
| Granite State Electric Company | Newfound Hydro | Whitefield Power & Light Co. |
| Great Bay Power Corp. | NH Electric Cooperative | |

GAS & PIPELINE (Page 3 Section A1)

Energy North Natural Gas
Granite State Gas Transmission, Inc.
Maritime & Northeast Pipeline Co., L.L.C.

Northern Utilities, Inc.
Portland Pipe Line Corp.

Portland Natural Gas & Transmission System
Tennessee Gas Pipeline (aka Tenneco)

WATER (Page 3 Section A2)

B A Association
Beebe River Dev., L.L.C.
Central Water Co., Inc.
Consumers N.H. Water Co.
Dockham Shores Estates
Francetown Village Water Co.
Gunstock Glen Water Co., Inc.

Hampstead Area Water Co.
Hampton Water Works
Hanover Water Works Co.
Lakeland Management Co.
Lakes Region Water Co.
Morningside Drive Association
North Country Water Supply

Pennichuck Water Works
Pittsfield Aqueduct Co., Inc.
Rosebrook Water Co., Inc.
Salisbury Water Supply
Tilton-Northfield Aqueduct Co.
Walnut Ridge Water

The grand total of all sections must agree with the total listed on page 2, line 3A.

SECTION B: "OTHER UTILITY COMPANIES" For companies *not listed above*, insert, by company, the valuation of operating plants employed in the production, distribution and transmission of electricity, gas, pipeline, water, sewer and petroleum products. This includes but is not limited to small power generating facilities, wood-chip burning facilities and hydro plants not making payments in lieu of taxes. The grand total of this section must agree with the total listed on page 2, line 3B.

ELECTRIC (Sample companies)

Algonquin Power
Bio-Energy
Birchview by the Saco
Bridgewater Power Co.
Franklin Falls Hydro Electric Corp.
Goodrich Falls Hydro Electric
Littleton Water & Light

Lower Village Hydro
Monadnock Paper Mills Co.
Piermont Hydro
Pontook Hydro Ltd.
Pontook Operating Ltd.
Pulp Paper of America Hydro Electric
Saco Rindge Inc.

Southern NH Hydroelectric Dev. Corp.
Sugar River Hydroelectric Power Co.
Sweetwater Hydro
Ted Macosko
White Mountain Hydro-Electric
Wm. Lord Excelsior, Div. of Siemon Co.

WATER (Sample companies)

City of Rochester
Consolidated Water Co. Inc.
Cotton Farms Water
Indian Mound Water Co.

Lancaster Farms Water Co. Inc.
Lewis Builders
Littleton Water & Light
Lochmere Village District

Lov Water Co. Inc.
Riverside Water Works
Wildwood Water Co. Inc.

GAS (Sample companies)

NH Gas Corp.

Keene Gas Co.

SEWER (Sample company)

Franklin Pierce Sewer Plant

SECTION C: " OTHER UTILITY COMPANIES" For companies **not listed in either section A or B** please attach a separate sheet of paper listing them and enter the total on page 3 section C ***. The grand total of this section is in addition to section B and must agree with the total of both B and C sections.

PAGE 4

TAX CREDITS:

Enter the number of individuals and the total amount of tax credits actually granted for each category listed in this section.

- Certain Disabled Veterans (RSA 72:36-a).
- Service Connected Total Disability/Widows (RSA 72:29-a and 72:35).
- Veteran's Exemptions (RSA 72:28, 72:31 and 72:32).
"Note: If both husband and wife qualify and are receiving a tax credit, count it as two tax credits."
- Enter the total number of individuals and the total amount of tax credits granted for the tax year (sum of above three lines).

ELDERLY EXEMPTION REPORT: Enter the following on the designated line.

INITIAL APPLICATIONS SECTION

The total # of applicants for each age group who made an initial application for an elderly exemption in the **current** year.

→ The amount of the exemption granted to each applicant for each age group.

TOTAL NUMBER OF INDIVIDUALS GRANTED AN EXEMPTION SECTION

→ The total number of individuals in each age group receiving an elderly exemption for the year including those listed in initial application section.

→ The maximum amount of exemptions that may be granted for each group.

→ The total actual amount of the exemption granted for each age group (maximum exemptions less excess amounts).

→ The grand total "actual" amount of exemptions granted for the whole municipality. This total must agree with the amount on page 2, Line 11.

TAX INCREMENT FINANCING DISTRICTS: Incorporates Chapter 222, Laws of 2000.

The retained captured assessed value is used to calculate the tax increment amount to pay bonds and, operations and further development. The total retained captured assessed value is used in scenarios 1 and 3. Any captured assessed value amount that is "shared" or "unretained" or "excess captured assessment" will be used in the general fund (see Scenarios 2 and 4).

Original Assessed Value: Means the assessed value of the property at the time the Tax Increment Finance District was established.

Captured Assessed Value: The amount by which the current assessed value exceeds the original assessed value.

Retained Captured Assessed Value: The portion of captured assessed value that will be used to finance the development program. *This figure must not be included in the valuations on page 2.*

Unretained Captured Assessed Value: The amount of the portion of captured assessed value that will be returned to the tax lists for the purposes of setting the tax rates. *This figure must be included in the valuations listed on lines 1D and 2 C of page 2.*

Current Assessed Value: The total assessed value of the property within the Tax Increment Financing District as of April 1, 2000. This figure includes the full captured assessed value regardless of whether or not it is being retained to finance the development program.

See the following scenarios to determine which amounts will be used for equalization and for setting tax rates.

SCENARIO 1 - ALL RETAINED [all retained for bond/operations and development RSA 162-K:10, III (a)(1)]		
Equalization = Current Assessed Value Used (\$100,000)	Current Assessed Value	\$100,000
	Original Assessed Value	(\$40,000)
	Captured Assessed Value	\$60,000
Tax Rate (page2) = Current Assessed Value less Full Retained Captured Assessed Value (\$100,000 - \$60,000) (Assessors apply rate to current assessed value \$100,000)	Captured Assessed Value	\$60,000
	Retained to Pay Bonds	\$30,000
	Retained for Operations & Maintenance	\$30,000
	Unretained (shared)	\$0
		ALL RETAINED

SENARIO 2 - SOME UNRETAINED [some not retained for bond/operations and development RSA 162-K:10, III (a)(2)]		
Equalization = Current Assessed Value Used (\$100,000)	Current Assessed Value	\$100,000
	Original Assessed Value	(\$40,000)
	Captured Assessed Value	\$60,000
Tax Rate (page2)=Current Assessed Value less Full Retained Captured Assessed Value (\$100,000 - \$60,000) (Assessors apply rate to current assessed value \$100,000)	Captured Assessed Value	\$60,000
	Retained to Pay Bonds	(\$30,000)
	Retained for Operations & Maintenance	(\$20,000)
	Unretained (shared)	\$10,000
		SOME UNRETAINED

SCENARIO 3 - GRAND FATHERED (PRIOR TO 4/29/00) ALL RETAINED [all retained for bon/operations and development RSA 162-K:10, III (b)(1)]		
Equalization = Current Assessed Value (\$40,000, same as tax rate)	Current Assessed Value	\$100,000
	Original Assessed Value	<u>(\$40,000)</u>
	Captured Assessed Value	\$60,000
Tax Rate (page2)=Current Assessed Value (\$40,000 and then apply tax rates to higher current assessed value of \$100,000)	Captured Assessed Value	\$60,000
	Retained to Pay Bonds	<u>(\$30,000)</u>
	Retained for Operations & Maintenance	<u>(\$30,000)</u>
	Unretained (shared)	\$0
		ALL RETAINED

SENARIO 4 - Grand fathered (prior to 4/29/99) SOME UNRETAINED [some not retained for bond/operations and development RSA 162-K:10, III (b)(2)]		
Equalization = Current Assessed Value plus Unretained Captured Assessed Value (\$40,000 + \$10,000 and then apply tax rates of the total current assessed value of \$100,000)	Current Assessed Value	\$100,000
	Original Assessed Value	<u>(\$40,000)</u>
	Captured Assessed Value	\$60,000
Tax Rate (page2)=Current Assessed Value plus Unretained Captured Assessed Value (\$40,000 + \$10,000 and then apply tax rates to the total current assessed value of \$100,000)	Captured Assessed Value	\$60,000
	Retained to Pay Bonds	<u>(\$30,000)</u>
	Retained for Operations & Maintenance	<u>(\$20,000)</u>
	Unretained (shared)	\$10,000
		SOME UNRETAINED

- EXAMPLES -
The amount shown in the bolded boxes will be used for equalization purposes

Tax Increment Financing Districts RSA 162-K	TIF #1 Scenario 1	TIF #2 Scenario 2	TIF #3 Scenario 3 (Grand Fathered)	TIF #4 Scenario 4 (Grand Fathered)
Date of Adoption	6/1/00	3/15/00	1/13/97	1/30/98
Original Assessed Value	\$40,000	\$40,000	\$40,000	\$40,000
+ Unretained Captured Assessed Value	\$0	\$10,000	\$0	\$10,000
= Amount used must be included on page 2 (tax rates)	\$40,000	\$50,000	\$40,000	\$50,000
+Retained Captured Assessed Value	\$60,000	\$50,000	\$60,000	\$50,000
Current Assessed Value	\$100,000	\$100,000	\$100,000	\$100,000

PAYMENTS IN LIEU OF TAXES:

Enter the amount of monies your municipality is expecting to receive from Reimbursements for State & Federal Forest Land, Recreational Land or Flood Land.

If your municipality expects to receive a payment in lieu of taxes, enter in the appropriate space the amount of REVENUE (not assessed valuation) and the SOURCE(S).

This number must coincide with the Revenue reported on account number 3186 on the Revised Estimated Revenues (MS-4).

EXCAVATION ACTIVITY TAX (RSA 72-B:12) Enter the following in the appropriate box:

- The amount of monies your municipality is expecting to receive from the Excavation Activity Tax.
- The valuation of the pit area(s) affected by the Excavation Activity Tax. This figure must not be included on page 2 of the MS-1 as part of a municipality's land value.

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CURRENT USE REPORT (79-A): Enter the following on the designated line:

- The number of acres receiving current use assessment for each current use category—farm land, forest land, unproductive land and wet land. Consolidate the forest land information into one category.
- Enter the total # of acres receiving current use assessment.
- The total number of acres receiving the 20% recreational adjustment allowed by RSA 79-A:4 II.
- The total number of acres removed from current use assessment during the current year.
- The total number of owners receiving current use assessment.
- The total number of parcels receiving current use assessment even though some parcels may have the same owner.

CONSERVATION RESTRICTION ASSESSMENT (CONS. RES. ASSMNT.) REPORT (79-B):

Follow instructions for filling out the CURRENT USE ASSESSMENT REPORT above.

DISCRETIONARY EASEMENT REPORT (RSA 79-C): Enter the following on the designated line:

- The total number of acres for which the municipality has granted a discretionary easement.
- The total number of owners for whom a discretionary easement has been granted.
- A description of the type(s) of discretionary easement(s) granted such as golf course, ball park, etc. This section is *optional*. However, it would be helpful to the DRA, the legislature and other municipalities who either make or administer the discretionary easement law to have more information regarding discretionary easements other than just the number of acres and number of owners.

PAGE 6

Page 6 is for those village district valuations which differ from the city/town valuation. Follow the same instructions through line 18 given for completing page 2 of the MS-1. Please duplicate the blank page, if you need to complete it for more than one district.