

GENERAL INFORMATION

The purpose of this Report of Settlement Meeting & Order (“Report”) is to allow the parties an opportunity to meet, discuss the issues and attempt to settle this matter prior to a scheduled hearing. In no way should this directive be construed by any party to be an order to “settle or withdraw” the appeal.

The board recognizes it may not be feasible for the parties to arrange a meeting in person. Therefore, it is acceptable to have a discussion by telephone or by other electronic means. The initial contact may be made by either party as both parties could be placed in default.

Individuals involved in the settlement meeting should have the authority to discuss and settle the case. The board recognizes the selectmen or the governing body of the municipality have the final approval of any settlement offer made to the taxpayer which could potentially delay the filing of the settlement agreement.

If the Report indicates the taxpayer wishes to withdraw the appeal, the appeal shall be marked: “withdrawn; no further action” without further board order. If the Report indicates the appeal has been settled and a settlement agreement is not filed within thirty (30) days of the Report, the appeal shall be marked: “case settled; no further action, no costs” without further board order. In any case, the filing date of the Report becomes the board’s closing date of the appeal.

If a hearing is necessary because a settlement has not been reached or because the appeal has not been withdrawn, the parties will be given at least thirty (30) days notice before any hearing is scheduled. A hearing notice will be sent to all parties, including any representatives, if they have filed an appearance.

Signatures on the Report of authorized individuals are necessary before the board can close out the case or proceed with scheduling a hearing.

If you need additional copies of the Report, they may be downloaded from our website at www.nh.gov/btla/forms.html.
If you have any questions, please contact our office at (603) 271-2578.

Thank you.

