

Appendix 'C': Qualifications

ROBERT A. TOZIER

MASS APPRAISAL EXPERIENCE

KRT APPRAISAL, HAVERHILL, MA

04/2010- **Vice President/Project Manager**

Present Responsible in part for all aspects of daily corporate operations including payroll, budgeting, marketing, customer support, and company growth. Responsible for planning, implementing and running revaluation projects for municipalities. Duties include the mass appraisal of residential, commercial, industrial, and exempt properties. Specific duties include property sales review and verification, statistical analysis, model calibration, the supervision of data collectors and field review appraisers, taxpayer hearings, defense of values, and all reporting requirements as they relate to project certification.

VISION APPRAISAL TECHNOLOGY, NORTHBOROUGH, MA

10/2006- **Project Manager**

4/2010 Responsible for planning, implementing and running revaluation projects for municipalities. Duties include the mass appraisal of residential, commercial, industrial, and exempt properties. Specific duties include property sales review and verification, statistical analysis, model calibration, the supervision of data collectors and field review appraisers, taxpayer hearings, defense of values, and all reporting requirements as they relate to project certification.

05/2003- **Staff Appraiser/Assistant Project Manager**

9/2006 Review residential and commercial properties for revaluation purposes. Responsibilities include delineating neighborhoods and setting factors for land based on market data, review and analyze income and expense reports for commercial and industrial properties, market research and formulation of cap rates, commercial and industrial review and reconciliation.

COLE LAYER TRUMBLE, TOLLAND, CT

12/2000- **Appraiser Trainee**

5/2003 Worked on Revaluations in over twenty cities and towns across New England and Nation-wide. Duties included residential and commercial listing, quality control, permit pick-ups, sales verification, pre-review, final review, informal hearings, and training/supervising data collectors in the field.

EDUCATION

Keene State College, Keene, NH (1996-2001)

B.S. Health & Fitness

American International College, Springfield, MA (1995-1996)

Physical Therapy Undergraduate Coursework

APPRAISAL EDUCATION/CERTIFICATIONS

International Association of Assessing Officers

- 1) Fundamentals of Real Estate Appraisal (2002)
- 2) NH State Statutes Part 1 (2010)
- 3) NH State Statutes Part 2 (2010)
- 4) Mathematics for Assessors (2012)
- 5) Site Analysis (2012)
- 6) Assessment Administration (2013)

JMB Real Estate Academy, Lowell, MA

- 1) Basics of Real Estate Appraisal (2001)
- 2) Appraising Income Properties (2003)
- 3) USPAP (2003, 2010)

Vision Appraisal Technology, Northborough, MA

- 1) 80 Hour In-house Training Program (2003)

Massachusetts Association of Assessing Officers, Inc.

- 1) Mass Appraisal of Real Property (2005)
- 2) Personal Property Auditing (2010)

State Of New Hampshire Department Of Revenue Administration: Certified as Real Estate Assessor Supervisor. Expires December, 2015

Certified Maine Assessor (CMA)

Connecticut Office of Policy and Management: Certified for Assessment of Land/Residential/Commercial/Industrial and Supervisor **Certificate No: 823** Expires 2018.

**NEW HAMPSHIRE DEPARTMENT
OF REVENUE ADMINISTRATION**

THIS CERTIFIES THAT

Robert Tozier

Has successfully completed and submitted the required documentation as
required by state law to obtain status as a

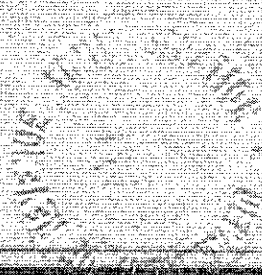
CERTIFIED PROPERTY ASSESSOR SUPERVISOR

Which shall remain valid until December 31, 2015

Given this day of November 18, 2010



Stephan W. Hamilton, Director



KENNETH J. RODGERS

MASS APPRAISAL EXPERIENCE

KRT Appraisal, Haverhill, MA

04/10- Present

President/Project Director - Responsible for the overall operations of the appraisal company. Duties include budgeting, marketing, payroll, and management of all appraisal operations. Also responsible for planning, implementing and running revaluation projects for municipalities. Specific duties include the mass appraisal of residential, commercial, industrial, and personal property accounts. Duties include property sales review and verification, statistical analysis, model calibration, the supervision of data collectors and field review appraisers, taxpayer hearings and all reporting requirements as they relate to project certification.

Vision Appraisal Technology, Northboro, MA

01/07-04/10

District Appraisal Manager - Responsible for planning, implementing, and supervising revaluation projects for various municipalities. Specific duties include supervising project managers, appraisal staff and data collectors on multiple mass appraisal projects. Duties include public relations, statistical analysis and model calibration, and defense of values.

1/01- 12/06

Project Manager - Responsible for planning, implementing and running revaluation projects for various municipalities. Specific duties include the mass appraisal of residential, commercial, industrial, and personal property accounts. Duties include property sales review and verification, statistical analysis, model calibration, the supervision of data collectors and field review appraisers, taxpayer hearings and all reporting requirements as they relate to project certification.

Assessing Department, Town of Auburn, MA

04/96- 01/01

Chief Assessor - Responsible for the appraisal and assessment of 6,800 taxable residential, commercial, industrial, and personal property accounts with an assessed value in excess of 1 billion dollars.

Responsible for the daily operations of the Assessing Department. Specific duties include budgetary planning, public relations, new growth, taxpayer inquire and appeal, testifying on behalf of the Board of Assessors at hearings before the Appellate Tax Board, preparation of the tax rate information as well as the annual Classification Hearing, and providing leadership, guidance, and direction to the staff.

Responsible for the Department of Revenue certification procedures. Specific duties include revaluation implementation, measuring and listing properties, sales verification, data quality studies, statistical analysis, residential modeling and calibration, sales ratio studies, and all reporting documentation for the Department of Revenue.

Assessing Department, Town of Northborough, MA

07/98- 06/01

Part-time Board Member - Responsibilities include weekly Board of Assessor meetings, abatement inspections, voting on abatements and exemptions, and other duties specific to the overall operation of the Assessor's Office.

PROFESSIONAL DESIGNATIONS AND CERTIFICATIONS:

Massachusetts Accredited Assessor (MAA) inactive
Certified Maine Assessor (CMA)
Certified Assessor Supervisor, Department of Revenue Administration, New Hampshire
Certified Project Supervisor, Department of Taxes, State of Vermont

EDUCATION, MILITARY AND APPRAISAL COURSES:

United States Marine Corps, Honorable Discharge
Haverhill High School

International Association of Assessing Officers:

Tax Policy
Principles and Techniques of Cadastral Mapping
Mass Appraisal of Residential Properties
Assessment Administration
Income Approach to Value
Fundamentals of Mass Appraisal
Fundamentals of Real Property Appraisal
USPAP Update
Fundamentals of Assessment Ratio Studies
Site Analysis
Understanding Real Property Appraisal

Massachusetts Association of Assessing Officers:

Demonstration Appraisal Report Writing
Principles of Assessment Procedure
Assessment Administration, Department of Revenue
Personal Property Auditing

Other Related Courses and Seminars:

New Hampshire Statutes Course
Multiple Regression Analysis, SPSS
Intro to Statistics, SPSS
Exterior Construction Components, MBREA
Project Management, AMA
Geographical Information Systems, IAAO
Appraising 1-4 Family Properties; J.M.B. Real Estate Academy
USPAP, J.M.B. Real Estate Academy
Course 1A; Massachusetts Board of Real Estate Appraisers

Expert Witness

Massachusetts Appellate Tax Board
New Hampshire Board of Land and Tax Appeals
Maine Board of Assessment Review
Maine County Commissioners

JOSHUA A. GENDRON

MASS APPRAISAL EXPERIENCE

KRT APPRAISAL, HAVERHILL, MA

04/2012- **Staff Appraiser/Data Collector**

Present Responsible for field review of residential and commercial properties for revaluation purposes. Specific duties include delineating neighborhoods, data collection, data entry, reconciling cost/income, and informal hearings. As a crew chief, responsibilities include training/supervising data collectors in the field. Specific duties include training new data collectors in the field.

VISION APPRAISAL TECHNOLOGY, NORTHBOROUGH, MA

08/2007- **Staff Appraiser**

04/2012 Responsibilities include accurately locating, identifying, and measuring the exterior dimensions of assigned properties as well as making a thorough inspection of the interior of the property and accurately recording all pertinent data used in the valuation of the property. Field reviewing residential one to four family properties for ad valorem tax purposes and conducting residential hearings

J.F. RYAN ASSOCIATES, INC., NEWBURYPORT, MA

04/2006- **Data Collector/Office Administrator**

08/2007 Visited homes to take exterior measurements as well as assessing the interior of property for revaluation purposes. Captured photographs of, commercial and residential buildings and kept accurate account of photos taken for data entry purposes. Assisted with formal hearings with residents to help explain the valuation process of property.

EDUCATION

Montachusett Regional Vocational Tech. School, Fitchburg, MA (1994-1998)
High School Diploma (Certificate in Cabinet Making)

APPRAISAL EDUCATION/CERTIFICATIONS

JMB Real Estate Academy, Lowell, MA

- 1) Basics of Real Estate Appraisal (2009)

Vision Appraisal Technology, Northborough, MA

- 1) 80 Hour In-house Training Program (2007)

State Of New Hampshire Department Of Revenue Administration: Certified as Real Estate Assessor Assistant. Expires December, 2015

DAVID M. GLYNN

MASS APPRAISAL EXPERIENCE

KRT APPRAISAL, HAVERHILL, MA

07/2010- **Staff Appraiser/Crew Chief**

Present Responsible for field reviewing all classes of property in the field for data and value accuracy. Duties include managing data collection projects, training and supervising data collectors in the field, and performing quality control checks. Specific duties include data collection of all classes of property, sales review, building permits, digital imaging, personal property, and informal hearings.

VISION APPRAISAL TECHNOLOGY, NORTHBORO, MA

2004- **Staff Appraiser Trainee**

2007 Field reviewed all classes of properties for revaluation purposes. Responsibilities include delineating neighborhoods, grading complex properties, and verifying value estimates. Received training on Appraisal Vision CAMA System Version 6 for data entry and basic analysis methods: New Hampshire projects worked on include: Meredith, New London, Derry, Hooksett, Newbury, Manchester, Amherst, and Sandown. Massachusetts projects worked on include: Newburyport.

2001- **Data Collector/Crew Chief**

2004 Responsible for measuring and listing all classes of property in the field. Specific duties include listing sales and building permits, call backs, digital imaging, and informal hearings. Responsible for training/supervising data collectors and performing quality control checks on their work.

NON-RELATED EXPERIENCE

GRANITE STATE CREDIT UNION

2007- **Credit Resolution Specialist/Call Center Rep**

2009 Responsibilities include collecting past due loans, attending Bankruptcy hearings, monitoring collection logs, process loan applications, research and rectify State auto Title issues, process auto Title applications, approve loans, assist Credit Union members with account problems or questions, and sell Credit Union products to members at their benefit.

EDUCATION

Southern NH University and NH Technical Institute – Non matriculating student in Marketing and Exercise Science.

Manchester West High School – High School Diploma 1992

APPRAISAL EDUCATION/CERTIFICATIONS

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- 1) Basics of Real Estate Appraisal (2003)
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