

Assessors Meeting Minutes  
October 15, 2012

Meeting was held on Monday October 15, 2012 and called to order at 6:30 p.m. by Sandy Lilly  
Present: Sandy Lilly (SL), Wayne Gardner (WG), Peter Wiitanan (PW), Jennifer Morse (JM)

**Minutes** –

A motion was made by WG and seconded by SL to accept the minutes from October 1, 2012

***Vote: WG – Aye, SL – Aye, Peter- Abstained***

**Signatures** – Documents signed by *All Board Members* otherwise noted

- Gateway Documents to be signed for setting tax rate... Members are asked to go into the system and sign the following. LA3, LA4, LA13 and LA15. Instructions left by Lisa Quackenbush from Mayflower Valuation, LTD. JM to submit to DOR on Monday October 22, 2012.
  
- Payment Voucher – Franklin County Registry of Deeds \$1.00 Survey

Board review Survey/Plan sent by Franklin County Registry of Deeds ...plan to be filed.

**Old Business**

Cyclical Visits – Mayflower Valuation Inc. will begin the cyclical visits to properties on Monday October 22<sup>nd</sup>. The inspections will last for several weeks and will happen on Monday and Tuesday's. Letter to property owners includes information cyclical visits and how to schedule an appointment if not at home during initial visit. Letter was signed by all board members and will be given to Mayflower to distribute to property owners not at home. Magnetic Door signs have been shipped. JM sent cyclical visit information to Town Hall staff and Chief of Police.

**New Business**

- Cartographic FY2013 Contract for Mapping – Cartographic Inc. mapping contract for FY2013 signed by All Board Members
  
- Letter from Verizon Attorney to ATB - Letter read and filed
  
- Roberts Forest Cutting Plan - Plans reviewed and filed
  
- Forest Management Plans – JM had an email from Mary Wigmore stating that she would fix page 1 of the Elwell and Milt plans. A Forest Management Plan was turned in by Mr. John Stark. The plan had the incorrect acreage on it. JM contact Mr. Stark and within the last 10 years a survey by an abutting property changed his acreage from 81.9 to 86 acres. JM to contact Mr. Stark to have the plan reflect this change. Mr. Stark is currently assessed at 86 acres all under Chapter 61 – 10 year plan.
  
- Lilly Land/Map Issues – Mr. Alan Lilly approached PW with Chapter Land questions and a discrepancy in the map vs. lot number was found. With the FY 2013 values having been set and no changes allowed in the Patriot System no action will be taken until after the actuals have been

mailed. Mr. Lilly is currently being assessed the correct amount of acres under the wrong lot number.

### **Chapter Land Applications – FY 2014**

JM reported that 81 applications have been turned in.

The following Chapter Land Applications were granted for FY 2014 and signed by *SL, PW, WG* unless otherwise noted

Alan & Shirley Lilly	Map 6 Lot 17, Map 6 Lot 27, Map 6 Lot 33, Map 6 Lot 53, Map 6 Lot 54, Map 6 Lot 18A, Map 6 Lot 40	Chapter 61A	Application # 43	Signed by PW, WG
Margaret & Alan Lilly	Map 6 Lot 37	Chapter 61A	Application #44	Signed by PW, WG
Keith & Colleen Lilly	Map 3 Lot 38, Map 6 Lot 56, Map 6 Lot 8	Chapter 61A	App. # 41	Signed PW, WG
Stephen Worth	Map 7 Lot 8	Chapter 61B	Application # 26	
Hall Family Trust	Map 4 Lot 64	Chapter 61A	Application #70	
	Map 4 Lot 67	Chapter 61A	Application # 70	
David & Amy Lanoue	Map 9 Lot 57	Chapter 61A	Application # 72	
Ned James	Map 1 Lot 45	Chapter 61A	Application # 78	
Richard & Cynthia Lanoue	Map 9 Lot 73	Chapter 61A	Application # 80	
Joan & Joel Arsenaault	Map 7-3 Lot 14	Chapter 61A/61B	Application # 74	
	Map 7-4 Lot 4	Chapter 61A/61B	Application # 74	
Shirley Bacon	Map 12 Lot 73	Chapter 61A	Application # 79	
	Map 12 Lot 22	Chapter 61A	Application # 79	
	Map 12 Lot 23	Chapter 61A	Application # 79	
Robert & Ruth Robertson	Map 11 Lot 106	Chapter 61A	Application # 73	Signed by WG, SL
	Map 11 Lot 78	Chapter 61A	Application # 73	
	Map 11 Lot 79	Chapter 61A	Application # 73	
John & Helen Hall	Map 8-6 Lot 7	Chapter 61A	Application # 61	
	Map 8-6 Lot 6	Chapter 61A	Application # 61	
Katya & Paul Smyth	Map 3 Lot 5	Chapter 61A	Application # 57	
Richard & Martha Pantermehl	Map 3 Lot 39	Chapter 61A	Application # 81	
	Map 6 Lot 30	Chapter 61A	Application # 81	

### **Other Business**

JM informed the BOA that she had been offered a full time job and would have to resign the Assessors Clerk position effective November 1, 2012. JM offered to stay on until a replacement could be found and would help to transition the new clerk. After extensive discussion the Board and JM decided the open office hours would go to Monday's only. JM to report to the board at the next meeting regarding the tasks that another part time clerk could do or if the job could be done in the 10-12 hours per week instead of 15 hours for the winter months.

Next Meeting will be November 5, 2012 at 6:30 p.m.

A motion was made by WG and seconded by SL to adjourn the meeting at 7:40 p.m. Unanimous

Submitted by  
Jennifer Morse, Assessors Clerk  
Submitted October 22, 2012  
Approved November 5, 2012