

Assessors Meeting Minutes
October 17, 2017

The meeting was held on Tuesday October 17, 2017 and called to order at 6:00 p.m. by Donna Sarro
Present: Donna Sarro (DS), George Stephan (GS), Amy Shapiro (AS – arrived 6:10 p.m.), Jennifer Morse (JM)

Minutes

A motion was made by GS and seconded by DS to accept the minutes of September 25, 2017.

VOTE: 2-0

MLP Advisory Board

No updates

Signatures

Whitney-Lussier Forest Management Plan	Signed by Donna Sarro
Gray Forest Management Plan	Signed by Donna Sarro

Chapter Land Applications - *Approved and Signed by all members unless otherwise noted*

Whitney-Lussier	Map 4 Lot 7	75.7 Acres	Chapter 61	Renew
Stephen Worth	Map 7 Lot 8	18.8 Acres	Chapter 61B	
P. Milani, J. Young	Map 7 Lot 7	85 Acres	Chapter 61A	Re-enter FY19
R & C Lanoue	Map 9 Lot 73	18.3 Acres	Chapter 61A	
A & A. Gray	Map 4 Lot 10	33.749 Acres	Chapter 61	Renew
A & A. Gray	Map 4 Lot 12A	7.3 Acres	Chapter 61A	
A & A Gray	Map 8-5 Lot 8	58.6 Acres	Chapter 61	
F & E Vincenzo	Map 9 Lot 4	148 Acres	Chapter 61A	Re-enter FY19
C & J Clark	Multiple	372.387 Acres	Chapter 61B	
Marie Claire Courmand	Map 11 Lot 34	68 Acres	Chapter 61B	New FY 19
N. Henderson	Map 7 Lot 46	25 Acres	Chapter 61A	
WMECO	Multiple	108.6 Acres	Chapter 61B	
R. Damato	Map 2 Lot 83	33 Acres	Chapter 61B	
R & J Pratt	Map 3 Lot 4	124.4 Acres	Chapter 61A	
M Wolfram	Map 5 Lot 37	4 Acres	Chapter 61A	APR Land
L Erickson	Map 6 Lot 22	12.26 Acres	Chapter 61A	
C & M Pichette	Map 11 Lot 81	27.9 Acres	Chapter 61A	
T & S Senecal	Map 7 Lot 53B	9.338 Acres	Chapter 61A	
Gray Irrevocable Funding Trust	Map 5 Lot 1	204.1 Acres	Chapter 61A	
Gray Irrevocable Funding Trust	Map 10 Lot 15	4 Acres	Chapter 61A	
M. Williams	Map 2 Lot 112	9 Acres	Chapter 61A	

A motion was made and seconded to deny the Chapter Land Application of Barrus Lithia Farm. Vote: 3-0

The Chapter 61A application was denied because it was submitted without a Forest Management Plan, the application was incomplete and received after the deadline. JM shared that she contacted DCR and they have no plan on file for the property. JM also spoke with the Goshen Assessors and the Forester who is currently working on the Forest Management Plan for the property but it is not complete at this time. JM will include a letter of explanation with the denial notice.

A motion was made and seconded to deny the Chapter Land Application for the Hall Family Trust Vote: 3-0
The Chapter 61A application was denied due to being submitted on October 10, 2017 after the deadline. The board discussed the letter submitted by the property owner at length but had no option due to the policy of the board to deny the late application. JM will include a letter with the denial notice.

JM shared that there is approximately five property owners who still have not submitted Chapter Applications. JM also shared that there is current legislation changing the deadline for Chapter Applications to December 1 and current legislation changing the abatement process in non-revaluation years.

Assistant Assessor Job Description

Members were unaware that the job description required inspection work of the position. JM shared that she takes pictures, measures shed, checks minor building permits (roofs, solar panels etc.). The major inspection work is done by the consultant (additions, major construction, new construction etc.)

GS inquired about the qualifications of a bachelor's degree reworded as spoken about at the meeting with the town administrator.

After discussion on the supervisory of the position it was decided that the Board of Assessors oversees and appoints the position and the assistant does the work of the board. However the Town Administrator will oversee the day to day operations of the position and human resources aspect. JM spoke about the position needing to be part of the town hall team that the position currently works with and reports to the Town Administrator this is just the step to make it formal.

JM will work with the Town Administrator to have it put into writing and presented to the board for the next meeting.

Draft TIF Policy

The Draft TIF policy was reviewed. JM shared that she had contacted the Town of Greenfield for information on the role of the Assessor's office. JM also has experience in the TIF agreements working in the Town of Shelburne Assessors office. The role will be to support the TIF committee with valuations and a spreadsheet of the tax impact once the percentages are set. The BOA will also be responsible once the TIF is in place to ensuring the correct tax relief is being issued for the fiscal year.

Double Edge Theatre vs. Town of Ashfield Assessors Office

JM filed a motion to dismiss the ATB case. The reasons for dismissal included the sale date of the property and failure to pay the FY17 actual taxes. The telephone motion was heard on Thursday September 28, 2017 with GS representing the Board of Assessors. The motion to dismiss was granted and the notice of dismissal has been received.

Upcoming Meetings

November 7, November 21st, December 5th

A motion was made and seconded to adjourn the meeting at 7:15 p.m. Vote: 3-0

Respectfully Submitted:

Jennifer Morse

October 19, 2017

Approved: 11/7/17 Vote: 3-0

Document List

Minutes September 25, 2017

Chapter Land Applications

Assistant Job Description Draft

Draft TIF Policy

Motion to Dismiss Notification