

Assessors Meeting Minutes  
January 11, 2017

The meeting was held on Wednesday, January 11, 2017 and called to order at 6 p.m. by Donna Sarro  
Present: Donna Sarro (DS), Amy Shapiro (AS) arrived at 6:05 p.m., George Stephan (GS), Jennifer Morse (JM)

**Minutes**

A motion was made by GS and seconded by DS to accept the meeting minutes of December 5, 2016 executive session and December 5, 2016 regular session. **VOTE: 2-0**

**Signatures** - *Signed by all members unless otherwise noted*

Monthly List – Real Estate/Personal Property	December 2016 - Levy of 2015, 2016, 2017	<b>GS &amp; DS</b>
Warrants to the Collector for FY17 Actual Tax		
Assessors Notice – All Taxable Tangible Personal Property		
JM shared the list of businesses sent State Tax Form 2 – Form of Lists		
Rollback Tax Warrant and Certificate – Rogers Howes Lilliput Road Property		
Senecal Chapter Application and Lien – Affidavit of same use on file.		
Mangsen Forest Management Plan Certificate		<b>DS</b>
Water District – Ashfield House LLC Abatement Certificates 2015, 2016		
Payment Voucher – CAI Technologies		<b>DS</b>

**Property Card Review**

At each the meeting the Assessors will be reviewing documents and forms to be more familiar with the day to day operations of the Assessor’s office. JM printed all three assessors property record cards and reviewed them and answered questions.

**Verizon ATB – Letter from DOR/MAAO**

A follow-up letter was received from the DOR stating that the proposed settlements are being negotiated and unless the board objects by January 17, 2017 they will be proceeding. Verizon has an ATB case ongoing for Fiscal Year 2010 with the Commissioner of Revenue that affects the Town of Ashfield. The settlement amount if agreed on would be \$3711 paid from the Overlay account. The town administrator sent an email of support for the settlement on December 13, 2016.

**Ashfield House Follow-up**

DS will reach out to FSI Appraisal to get the spreadsheets used for the Income Approach. JM to contact Duane Adams of Mayflower Valuation after February 1<sup>st</sup> to discuss FY18 valuation of the property and documents need from the Ashfield House

**Budget Prep**

JM shared the draft budget sheets. There will be no change in funding for the assessors stipends. An increase in hours is being looked at for the Assessors Assistant position going from 17 ¾ to 19 hours per week. JM shared that many of the local towns have more hours per week and a higher wage. The wage salary study may suggest a change to the hourly rate of the position once it is complete. The expense budget was reviewed with increases in contracted services. JM would like to add WebPro services to the Patriot software at an additional \$1000 per year. This service will place property cards online and links with the current online mapping program. It will decrease the amount of public document requests coming through the BOA office for property cards. Discussion on the legal amount of \$1800 and if it should be increased since the line is currently in a deficit. JM explained that the line was used for unforeseen expenditures this fiscal year (appraisal of the Ashfield House). JM to seek the advice of the town account and town administrator regarding legal fees and

report back at the next meeting. The Board will approved the budget at the next meeting on January 23<sup>rd</sup> and will be meeting with the Selectboard on February 13<sup>th</sup>.

**Email re: Neighborhood Property**

DS received an email from Rick Chandler regarding a neighbor's property and the difference in value between his own property and the neighbors. The property card were reviewed and difference were noted. JM to email Mr. Chandler and explain the differences and invite him to the office or a meeting for review.

**Upcoming Meeting**

January 23, February 13, February 27, March 13, March 27, April 10, April 24, May 8, May 22

**Executive Session:**

JM stated "That the Board of Assessors will enter into executive session as Exemption/Abatement applications are not open to the general public, and as allowed by MGL Chapter 30A Section 21 Reason 7.

A motion was made by DS and seconded by AS to enter into Executive Session as allowed by M.G.L c30A section 21 Reason 7 to act on and discuss exemption and abatement applications. The board will adjourn the regular meeting at 7:38 p.m. and not return to the regular meeting. *Vote: Donna Sarro – Yes, Amy Shapiro – Yes, George Stephan – Yes. 3-0*

Respectfully Submitted:

Jennifer Morse

January 12, 2017

*Approved: February 13, 2017 Vote: 2-0*