

Assessors Meeting Minutes
March 13, 2017

The meeting was held on Monday March 13, 2017 and called to order at 6:00 p.m. by
Present: Donna Sarro (DS), Amy Shapiro (AS), George Stephan (GS), Jennifer Morse (JM)

Appointments

Kayce Warren (Town Administrator) joined the meeting at 6 p.m. to review the Request for Quote's for Assessing Services for Fiscal Year 18-Fiscal Year 20. A total of four quotes were sent out to companies on the DOR approved assessing services contractor list and an ad was placed in the Greenfield Recorder. Two companies came back with quotes, Mayflower Valuation LTD and Patriot Properties. Kayce explained that the lowest bid is awarded if they meet the scope of services. Mayflower Valuation LTD quoted \$17,700 each fiscal year for a total of \$53,100. Patriot Properties quoted \$14,000 each fiscal year for a total of \$42,000.

A motion was made by AS and seconded by DS to recommend the contract be signed by the Selectboard with Patriot Properties. VOTE: Unanimous 3-0

At the board's request Kayce discussed the increase in the Assistants hours to a possible twenty for Fiscal Year 2018. She suggested making the point to the Selectboard and Finance Committee simple showing the work load and a comparison of other towns like size and the hours they are staffed. The board will go before the Finance Committee and Selectboard on March 27, 2017 to discuss the increase in hours. JM to create a list of duties and comparison of the job. The board reviewed the FRCOG W&S Survey for FY2017.

Minutes

A motion was made by AS and seconded by GS to approve the regular meeting minutes of February 27, 2017. VOTE: DS- Abstained, AS – Yes, GS – Yes 2-0-1

A motion was made by AS and seconded by GS to approve the executive session meeting minutes of February 27, 2017. VOTE: DS- Abstained, AS – Yes, GS – Yes 2-0-1

Signatures - Signed by all members unless otherwise noted

Payment Voucher - The Recorder \$54.54 RFQ Legal Ad	Signed by DS
Monthly List – Real Estate Personal Property Levy of 2017 for February 2017	
Monthly List – Motor Vehicle Levy of 2016 for February 2017	
Monthly List – Motor Vehicle Levy of 2017 for February 2017	
Erickson/Hung Chapter 61A Lien	
Stephan Chapter 61A Lien	Signed by DS & AS
Gray Irrevocable Funding Trust Forest Management Plan Certificate	Signed by DS

Forest Management Review

Reviewed the amended Forest Management Plan for Levitre. The Ashfield acreage did not change on the amended plan. Plan included acres in Conway.

Review 21/2, Levy Limits and “What Assessors Do” for the website

TABLED - The board will review 2 ½, Levy Limit and a document JM is working on for the website at the April 11, 2017 meeting.

MLP Advisory Board Update

GS is the representative from the Board of Assessors to the Municipal Light Plan advisory board. GS shared that the pole survey estimates came in and are higher than expected with more poles than originally thought. It is likely to cost \$800,000 – \$1.5 million for the build. The advisory board is recommending that the Selectboard sign a contract with Westfield Gas & Electric for the build.

Mayflower Income Approach Method of Appraisal

Duane Adams from Mayflower Valuation gave JM a lesson on the Income Approach and how it is derived in the software system. JM reviewed the income and expense information provided by the Ashfield House to show how the method is applied. The net value of the property after expenses and reserves is multiplied by the cap rate to get the value of a property. Duane is available by appointment or phone to discuss with the board the FY17 value of the Ashfield House and how he arrived at the current value. The Ashfield House FY17 abatement decision will be placed on March 27, 2017 executive session meeting agenda.

JM spoke with Duane Adams about cyclical inspections and he will have a field representative catch up on some in the month of April.

Upcoming Meeting

March 20th at 6 p.m. to discuss the Assessors Assistant increase in hours for FY18

March 27th at 6 p.m. Agenda Items include executive session reason abatements, meeting with the Selectboard/Finance Committee regarding Assessors Assistant increase in hours

April 11th at 6 p.m. Agenda Item: 2 1/2, Levy Limits and “What Assessors Do” for website

April 25th at 6 p.m. – Tentative

May 9th & May 23rd.

JM shared that there is a Special Town Meeting scheduled for April 18th and Caucus has been moved to Thursday March 16th at 7 p.m.

A motion was made and seconded to adjourn the meeting at 7:25 p.m. VOTE: 3-0

Respectfully Submitted:

Jennifer Morse

March 13, 2017

Approved: March 27, 2017 VOTE: 2-0