

Assessors Meeting Minutes
May 19, 2014

Meeting was held on Monday May 19, 2014 and called to order at 6 p.m. by Sandy Lilly
Present: Sandy Lilly (SL), Rick Chandler (RC), Donna Sarro (DS), Jennifer Morse (JM)

Appointments: None

Reorganize Board: A motion was made by RC and seconded by DS that SL be chairperson
VOTE: *RC- Aye, DS – Aye, SL- Abstained*

Meeting Minutes:

A motion was made by DS and seconded by SL to accept the minutes from May 5, 2014. (Document 1)

VOTE: *SL – Aye, RC- Aye, DS- Aye*

RC suggested that the Board keep a “bucket list” of ongoing items on the agenda. JM stated that a taxpayer called her today regarding the importance of keeping detailed minutes of each meeting. RC believes that more detail is better. JM to follow-up what is deemed confidential in relation to exemption, abatements, etc...

Signatures: All Documents signed by ALL board members unless otherwise noted

Uncollectible Taxes - Abatement Certificates in Certificate Book - Signed *by SL and DS*

Motor Vehicle Commitment # 3 (Document 2)

Motor Vehicle Commitment # 99 (Document 3)

Payment Voucher – Mayflower \$1827.50 – *Signed by SL* (Document 4)

Old Business:

Tax Maps - Tax Maps are now available on the Ashfield website, they were scanned in and sent to the webmaster for posting. SL to make contact with Peter to find out what parcels he believes did not get changed. JM to try to compare the list with the current maps.

New Business:

Online Query Manager * CAI Contract – (Document 5) Contract was reviewed and signed by all board members. Work will begin on July 1, 2014. Maintenance once the system is up and running will happen once per year. Property cards will not have pictures online. JM to contact Franco from CAI Technologies to have his do a demonstration for the new board members and to answer questions about the GIS mapping and tax maps.

Ashfield House LLC Abatement – Moved to Executive Session to discuss ATB Litigation. The board did briefly discuss RC’s experience with ATB hearings while previously on the board and the importance of follow through by the Assessor’s Office with the help of town counsel if needed and a Mayflower representative.

Mayflower Contract for FY 2015-2017 – (Document 6) Contract was reviewed and signed by SL.

Email from Ryan Johnson (DOR) regarding Ashfield PRC’s and DQ – (Document 7) SL reviewed email from Ryan Johnson the towns DOR representative for the triennial tax classification. Samuel from Mayflower will be in town on Friday May 23rd for inspections and will provide the property cards that Ryan Johnson requested. JM contacted another local town also in the review process and they are providing a select board member and assessor’s member property card for transparency reasons. JM distributed the current work plan to board members. JM to contact Duane/Sam to find out if the sales analysis has been completed. All documents will be coming to the board for review from Mayflower before submission to the DOR.

Other:

RC and DS will be meeting with JM on Monday June 2 at 8 a.m. for training on the Patriot software system and other office training. JM will make arrangements for the board members to receive their keys to the office at that time.

Next Meeting: June 9th at 6 p.m.

A motion was made by SL and seconded by RC to adjourn the meeting at 6:45 p.m. to enter into Executive Session to not return to the regular meeting. MGL Chapter 39 Section 23B Reason 3 (Litigation ATB Hearings)

Roll Call Vote: Sandy Lilly – Yes, Rick Chandler- Yes, Donna Sarro - Yes

Submitted by:
Jennifer Morse
May 20, 2014

Document List

1. Minutes from May 5, 2014
2. Motor Vehicle Commitment #3
3. Motor Vehicle Commitment # 99
4. Payment Voucher - Mayflower Valuation \$1827.50
5. CAI Technologies - Online Query Manager Contract
6. Mayflower Valuation LTD Contract for FY 2015-2017