

Assessors Meeting Minutes  
May 4, 2015

Meeting was held on Monday May 4, 2015 and called to order at 6:00 p.m. by Sandy Lilly  
Present: Sandy Lilly (SL), Donna Sarro (DS), Amy Shapiro (AS), Jennifer Morse (JM)

**Re-Organize**

SL welcomed Amy Shapiro to the Board of Assessors and thanked her for being willing to serve.

A nomination was made by DS and seconded by AS that Sandy Lilly be made chairperson. **VOTE: SL- Abstained, DS- Aye, AS- Aye. 2-0-1**

**Minutes**

A motion was made by SL and seconded by DS to accept and release the following minutes April 23 Regular Session and April 23 Executive Session. **Vote: SL, DS – Aye, AS- Abstained 2-0-1** (Documents 1 & 2)

**Signatures – All Documents signed by all board members unless otherwise noted**

Motor Vehicle Monthly List – April 2015 for Levy Year 2015 (Document 3)

Real Estate/Personal Property – April 2015 for Fiscal Year 2015 (Document 4)

Payment Voucher - CAI Technologies \$475 Annual Contract (Document 5)

**Old Business**

View Factors - JM was able to print a list of view factors by the neighborhood modifier with the help of Alice Wozniak. While printing it was noted that not all of the properties were on the report. JM will contact Duane Adams to discuss the view factor and how it is reported in the Patriot system. JM will also follow up with Duane on how his staff inputs data and justifies the factors. (Document 6)

**New Business**

Motor Vehicle Farm Excise – JM reported that the Farm Excise letters and exemption forms were mailed last week to twenty – four farms. JM explained that the board mails these forms with the hope of being able to void the bill prior to sending it out. If the bill is not voided abatements have to be processed for any plate owner returning the paperwork. (Document 7)

New Office Hours- Effective May 11<sup>th</sup> Office Hours will be Monday's from 9 a.m. – 4 p.m., Tuesday's from 9 a.m. – 1 p.m. and Wednesday's from 9 a.m. - 1 p.m. JM will be working 17.5 hours per week with the money left in this fiscal year's budget and the money appropriated at town meeting. JM will post the new hours on the office door, the website and in the Ashfield News. The Office will be closed on June 22-June 24 for the Annual Conference and on June 3<sup>rd</sup>.

**Other Business**

Expense Reports- SL to review the report (Document 8)

**Next Meeting**

June 1 @ 6 p.m.

A motion was made by SL and seconded by DS to adjourn the regular meeting at 6:30p.m. and enter into executive session – reasoning abatement denials, and not to return to the regular meeting. **Roll Call Vote: SL- Aye, DS- Aye, AS- Aye 3-0**

Submitted:

Jennifer Morse (Assessors Clerk)

May 5, 2015

### **Document List**

1. April 23 Regular Meeting
2. April 23 Executive Session
3. Monthly List – Motor Vehicle April 2015
4. Monthly List PP/RE April 2015
5. Payment Voucher- CAI Technologies \$475
6. View Factor Reports
7. Motor Vehicle Farm Excise Letter
8. Expense Reports