

Assessors Meeting Minutes July 18, 2016

The meeting was held on Monday July 18, 2016 and called to order at 6 p.m. by Donna Sarro
Present: Donna Sarro (DS), Amy Shapiro (AS), George Stephan (GS), Jennifer Morse (JM)

Meeting Minutes

A motion was made by AS and seconded by GS to accept the meeting minutes of June 16, 2016.

VOTE: DS – Abstained, AS- Yes, and GS – Yes 2-0-1

Signatures *All documents signed by all board members unless otherwise noted*

Monthly List – June 2016 Motor Vehicles Levy Year 2016

Monthly List – June 2016 RE/PP Levy Year 2016

Warrants to the Collector - Preliminary RE/PP for Town and Water District

Payment Vouchers - CAI Technologies, Franklin County Registry of Deeds

PP Abatement - Double billed abatement process for Suburban Propane

Status of Office Reconfiguration

The office move will be taking place near the end of July or early August. The first part of the move is happening with the copier at the end of this week.

Chapter Land

Chapter applications have been emailed to everyone on the reminder list. Information has been sent to the Ashfield News for August. The deadline for Chapter applications is October 1, 2016 for FY18 with no exceptions. Inquiries on Chapter filings should all be directed to JM.

Email with Directives from DOR/FY18 Bids for Consulting Appraisal Work

An email from Ryan Johnson – DOR/DLS was reviewed. JM noted that three of the tasks have already been completed including the updating of the MassGIS information, Donna Sarro completing Course 101 and the Neighborhood Review (All of Ashfield is in one neighborhood). JM has started working on a Cyclical Inspections spreadsheet. The cyclical inspections program and ongoing data quality is to be complete by 2024. JM will have the spread sheet ready for review at the next meeting. The other directive needing to be completed is to review and analyze all influence adjustments including water front/water view, topography and views.

The contract with Mayflower Consulting LTD ends with the setting of the FY18 tax rate. JM will work with the town administrator on the process for seeking bids for consulting services. The assessors will put together a list of qualifications, credentials and needs for the bids.

Assessors Assistant Wages for FY17 letter

The letter was signed by DS stating that the assistant wage for FY 17 is \$17.67 per hour as budgeted and passed at Annual Town Meeting.

Exempt Properties- Non Compliance with 3ABC Forms

Five properties failed to submit 3ABC forms by the extended deadline of July 1, 2016. *A motion was made by GS and seconded by AS to send by certified mail a letter stating that the nonprofit organizations have until Friday August 5, 2016 to submit the form or they will be removed from tax exempt status and billed for FY17 tax.* **VOTE: DS – Yes, AS, Yes, GS- Yes 3-0**

Next Meeting

August 15, 2016 @ 6 p.m.

Office Closure

The office will be closed August 1, August 2 and August 3 for the Annual Assessing School at UMASS. The office will also be closed on August 17.

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

Submitted:

Jennifer Morse – Assessors Clerk

July 19, 2016