

Assessors Meeting Minutes
July 6, 2015

Meeting was held on Monday July 6, 2015 and called to order at 6:00 p.m. by Sandy Lilly

Present: Sandy Lilly (SL), Donna Sarro (DS), Amy Shapiro (AS) arrived at 6:08 p.m., Jennifer Morse (JM)

Minutes

A motion was made by DS and seconded by SL to accept the minutes of July 6, 2015 (Document 1)

VOTE: SL- Aye, DS- Aye, 2-0

Signatures – All documents signed by all board members unless otherwise noted (Documents 2-10)

- CAI Technologies – GIS Services Contract FY16 Signed by SL & DS
- Payment Vouchers
- FY15 - CAI Technologies - Town Line Mapping Project - \$2031.25 Signed by SL
- FY15 – Jennifer Morse – Mileage Reimbursement- \$212.00 Signed by SL
- FY16- Patriot Properties – CAMA Software - \$5300 Signed by SL
- FY16 – CAI Technologies WebGIS support - \$1800 Signed by SL
- FY16 – Point Software - Annual License Renewal - \$1837 Signed by SL
- Motor Vehicle Monthly List – June 2015 Levy Year 2015
- Motor Vehicle Monthly List – June 2015 Levy Year 2014
- Real Estate/Personal Property Monthly List – June 2015 Fiscal Year 2015
- Motor Vehicle Warrant - Commitment #99 Farm Plate

Old Business

17/19 South Street- SL read the email from Jim Cerone – FRCOG building inspector dated June 26, 2015. Mr. Cerone noted that the home would remain a two family home if there is no kitchen in the rear section of the first floor and that the interior doors connecting the spaces are not locking. The letter also contained information on obtaining a permit and steps to follow up on the inspection. (Document 11)

Ashfield Buckland Town Line - JM shared the document received from CAI Technologies. There are four properties owners who will be affected by the changes. At this time CAI Technologies is recommending to both boards that we wait until the upgrading to the webgis is complete in July to show the new town line. JM has been in contact with Pam regarding a letter to the property owners. Two preliminary bills have not been mailed at this point. The tax rates between Ashfield and Buckland are very similar so the impact should be minimal as far as tax payments. Two of the properties have houses on them that will now be in Buckland and one property has a shop that will now be in Buckland. The fourth property owner is affected by a 10+ acreage change. SL suggested that the boards meet jointly with all the property owners affected to explain and answer questions. She will speak with the Marian Scott from the Buckland Assessors office about this proposal. (Document 12)

New Business

Building Permit Inspection Changes - Samuel was in town following up on building permit and other field review on Friday July 3, 2015. Several properties had very minor changes to the property card. JM brought forward two properties affected for review.

Map 4 Lot 2 - Samuel did a field review at the request of the Assessor's office. Changes made to the card included the addition of an above ground pool, deck and 50% garage. JM will send a property card and letter to the owner so they are aware of the change in value for FY16. (Document 13)

Map 4 Lot 20 - Samuel did an annual building inspection review. The building permit was closed and changes were made to make the house complete. JM will send a property card and letter to the owner so they are aware of the change in value for FY16. (Document 14)

The board then discussed again protocol for property owners building without a permit. When property cards come back into the office with additional building, yard items etc... JM is to follow up to make sure a building permit was obtained. If the property owner did not receive a permit the building inspectors office will be contacted to follow up.

FY15 Expense Report- Reviewed (Document 15)

Forest Management Plan – Hull Forestlands L.P. - Reviewed and signed by SL. (Document 16)

Letter from Donna MacNicol – regarding the Ashfield House LLC - The letter was read by SL. SL will contact the Selectboard to obtain permission to speak with town counsel. Donna will answer the petition. JM to send a copy of the document to Duane Adams from Mayflower. (Document 17)

Other Business

Payroll Sheet – Week of July 23rd - Donna or Amy will stop in to sign JM timesheet while Sandy is away.

Office Closed - August 17th - Jenn Personal Day

Next Meeting

August 3, 2015

A motion was made by SL and seconded by DS to adjourn the meeting at 7:05 p.m.

VOTE: SL- Aye, DS- Aye, AS- Aye 3-0 .

Submitted:

Jennifer Morse -Assessors Clerk

July 7, 2015

Document List

1. Minutes July 6, 2015
2. CAI Technologies GIS Contract
3. Payment Voucher – CAI Technologies FY15 Town Line project
4. Payment Voucher – FY15 Mileage Reimbursement
5. Payment Voucher – FY16 Patriot Properties Software
6. Payment Voucher – FY16 CAI Technologies FY 16 WebGIS
7. Payment Voucher – FY16 Point Software
8. MV Monthly List Levy Year 2015 – June 2015
9. MV Monthly List Levy Year 2014 – June 2015
10. RE/PP Monthly List FY 2015 – June 2015
11. 17/19 South Street Email from Jim Cerone

12. CAI Technologies Town Line Findings
13. Map 4 Lot 2 Property Card Reviewed
14. Map 4 Lot 20 Property Card Reviewed
15. FY15 Expense Report
16. Forest Management Plan – Hull Forestlands LP
17. Letter from Donna MacNicol re. Ashfield House

Approved: 8/3/15 Vote: 3-0