

Assessors Meeting Minutes
August 15, 2016

The meeting was held on Monday August 15, 2016 and called to order at 6 p.m. by Donna Sarro
Present: Donna Sarro (DS), George Stephan (GS), Jennifer Morse (JM)
Absent: Amy Shapiro (AS)

Meeting Minutes

A motion was made by GS and seconded by DS to accept the meeting minutes of July 18, 2016.

VOTE: 2-0

Signatures *All documents signed by both members present*

Monthly List – July 2016 Motor Vehicles Levy Year 2016

Monthly List – July 2016 Motor Vehicle Levy Year 2015

Monthly List – July 2016 RE/PP Levy Year 2016

Payment Voucher - MAAO – Annual Dues \$100

2016 Boat Excise

A motion was made by GS and seconded by DS to not bill Boat Excise tax for levy year 2016.

VOTE: 2-0

Map 2 Lot 21A – Overvalue - A letter was received from Ms. Apple regarding a high value on her .75 acre piece of land. The correction was made to the database and Ms. Apple was sent the new value and a copy of her property card. JM shared that Ms. Apple will not pay the 1st and 2nd quarterly tax payments on the property and the interest charged on the actual bill will be removed by the tax collector. JM will make a note of this and shared with the board that Laura will be retiring at the end of November.

Office Reconfiguration and Hours - The office move has taken place. The Board of Assessors office is located in the back with the tax collector/treasurer. The interim town administrator now has the old Assessors office. Office hours will change to Monday and Tuesday from 8 a.m. – 4 p.m. after Labor Day. JM will post on the website, in the Ashfield News and Greenfield Recorder.

Assessing Services - Bids for FY18 - The Mayflower contract for assessing services expires for FY18. The board will solicit three written requests. The board reviewed the services requested and JM will prepare a draft request to bid letter for the next meeting. The goal is to send out the requests and have a contract by January to prepare for the FY18 budget. JM will meet with Kayce, the town's procurement officer for guidance.

Property Values - The property card for Map 9 Lot 27 was reviewed. The value of the property changed due to 100% completion of the new home. JM will send the new property card and a letter to the owner.

Exempt Properties- 3ABC Forms - JM noted that all the 3 ABC forms have been returned. The Spruce Corner Community House is not in compliance as they do not have a Form PC from the attorney general office. Mr. Romer sent an email stating that they are working on the form and did not realize that it had to be completed. After a long discussion it was decided that JM will send them a letter stating that they are not an exempt and will be taxed for FY17. They must file the FY18 3 ABC form by April 1, 2017 in order to be placed back in exempt status for the next fiscal year.

Next Meeting - JM will contact AS to see if she can meet on Wednesday September 7th at 6 p.m. The board will attempt to get back on a 1st and 3rd Monday schedule when possible. The office is closed on Wednesday August 17th.

Other Business - DS inquired on Course 101 and GS gave his opinion of the class and the environment at UMASS.

Ashfield House vs. Town of Ashfield

Gary from FSI appraisal company did his inspection on Thursday August 11, 2016. Income and Expense numbers were submitted and forwarded to FSI Appraisal. Kayce Warren, Interim Town Admin. is aware that the \$1800 appraisal fee will need to be replenished in the Board of Assessors budget for other legal fees.

A motion was made and seconded to adjourn the meeting at 6:40 p.m. Vote: 2-0

Submitted:

Jennifer Morse – Assessors Clerk

August 16, 2016

Approved: 9/8/16 Vote 2-0