

Board of Assessors
Minutes of Meeting
April 16, 2019



6:00 p.m.: Meeting came to order with Raymond Goff, Chairman; Thomas Barry, Vice Chairman; and John Whelihan, Director of Assessments present. Donald Minney, Clerk; was absent by notification.

Signatures:

- Schedule of Bills Payable: \$1,556.65
- Monthly List of Exemptions; FY19 \$8,906.77
- Monthly List of Abatements; 2019 Motor Vehicle Excise (MVE) \$874.58
- Monthly List of Abatements; 2019 MVE \$3,004.81
- Schedule of Uncollectable MVE \$47.50

Old Business:

- Various employees recently met to discuss the process of upgrading the town's website. The MIS Department will lead the committee in choosing a vendor for this purpose.
- Employees from various departments recently met to discuss implementing a municipal permitting program. The goal is to create a system that can track all municipal permits. The MIS department will submit a Request for Proposal (RFP) that vendors can respond to.

Discussion arose over the permitting process within the Assessors office. Mr. Whelihan will create a report regarding the number of permits the office receives on an annual basis.

- The on-line property record cards have been updated. The new record cards have more detailed property characteristics.
- The Board discussed the two warrant articles they will propose at the upcoming Annual Town Meeting. The Assessors will make the motions for discussion and adoption. Mr. Whelihan will provide the Board with data regarding the articles.
- An attempt was made to place a warrant article on the town meeting agenda that exempts farm animal excise (FAE) for corporations. In 2011, the town eliminated the assessment of FAE for non-corporations per a ballot question. The town attorney noted that the local option has already been adopted and removed the motion from the warrant.

- The Assessors choose not to request a copy of a lease agreement for logging equipment utilized by John Conkey. Mr. Conkey is currently assessed for personal property on various logging machinery he owns.

Director of Assessments Report:

- The office mailed approximately 100 letters to property owners requesting an interior inspection of their home. The cyclical inspection program will continue throughout the year.
- The office continues to receive Income & Expense forms from commercial/apartment property owners. May 3rd is the due date for the forms to be returned. The response has been generally positive.
- The Division of Local Services recently held a workshop regarding upcoming changes to the "Gateway" municipal software program. Although many reporting requirements will change, it's unclear if the changes will take effect in fiscal year 2020 or 2021.

New Business:

- Mr. Barry made the motion to approve the regular session & executive session minutes of March 25, 2019. Mr. Goff seconded. The motion passed 2-0.
- The Board approved a motor vehicle excise veterans exemption for Joseph Ritter. Mr. Ritter received a DV plate from the Registry of Motor Vehicles.
- The Board approved Mr. Whelihan's vacation request for the week of May 6th.
- The next Board meeting will be held on April 30, 2019.

6:40 p.m. Mr. Goff made the motion to adjourn the Regular Session meeting and move into Executive Session to discuss FY19 exemption applications under Purpose 7 of MGL Ch 30A, s. 21(a) to comply with or act under the authority of MGL Ch 59, s. 60 with respect to confidentiality, and not reconvene in Regular Session. Mr. Barry seconded the motion.

Barry	Yes
Goff	Yes

Respectfully submitted,

Thomas Barry,
Vice Chairman