

Accepted As
Presented
2/4/19

Board of Assessors Minutes of Meeting January 7, 2019

Attendance: Chairman, Norman Charest, Assessors Robert Makuch, Assessor, Stanley Witkop, Principal Assessor, Carolyn Reed and Assessors' Clerk, Jane Ferrentino were in attendance.

A motion was made to call the meeting to order at 5:00pm.

Acceptance of Minutes: The minutes from the 12/3/2018 meeting were accepted as presented.

Correspondence: None

New Business:

- **Mapping Changes to CAI** – Carolyn presented to the Board mapping changes that were sent over to CAI. There were 2 zoning changes submitted. One for Great Horse and one for 16 Somers Road.
- **New Cleaning Company** – Carolyn presented to the Board that Pam had consulted her that the Town Hall had hired a new cleaning company and wanted to know if we were going to have them clean the Assessor's Office. All members of the Board agreed to not hire the company for our office. Carolyn is going to contact Pam to let her know we will not need their services.
- **Vision Personal Property from FY2006** – Carolyn presented to the Board that the Personal Property file for FY2006 was saved in error as FY2020. The quote from Vision was \$1,000 for programming fees. Norman Charest advised that we will request the funds from the Advisory Board as an 'unanticipated' expense. All members of the Board agreed. Norm signed the Vision Quote and Carolyn is submitting to Vision this week.
- **Accounting Reports** – Carolyn recently reviewed accounting reports and noticed a couple discrepancies with our accounts and will discuss with Cliff in the next couple weeks.
- **Cyclical/Building Inspections** – Carolyn discussed estimated number of inspections for Fiscal 2020. Jane and Carolyn are reviewing the Cyclical Inspection Plan and estimate that we should increase the annual inspections to 225 instead of 200. Building Permits looks to be about the same number of inspections as last year of 75.
- **Senior Exemptions** – Jane discussed the Senior Exemptions that were received and processed last month. Jane has sent out multiple follow-ups to the owners we have not yet received an application for.
- **Senior Work Program** – Jane informed the Board that we have received and processed 6 Senior Work Program Abatements that totaled to \$6,065.68.

- MVE Abatements – Jane informed the Board that the last Motor Vehicle Excise Abatement monthly report was done for December 2018 and there was a Levy amount of \$175.33.

At approximately 5:10PM David Dickinson came in the office and addressed the Board about changing his mailing address to a PO Box. Jane gave him a Change of Mailing Address form that he filled out and gave to Jane when he was done. Mr. Dickinson exited the meeting at approximately 5:15PM.

Signatures/Approval:

- Chandra Lemire:
 - Revised 61B was presented to the Board with changes to the owners name and adjusting the Disapproved Acres to zero was signed by all members of the Board
 - Chapter 61B Lien was signed by all members of the Board
- Income and Expense Form – The Income and Expense form for FY2020 was signed by the Board. Jane informed the Board that the mailing will go out this week
- Payroll Sheets were signed by the Board
- Weekly Timesheets were signed by Norman Charest.
- Invoices:
 - MAAO Membership Dues for Jane - (Expense #01-141-5420-04) \$50
 - CAI Technologies – Quarterly Mapping Maintenance - (Mapping #01-141-5420-06) \$437.50

Executive Session – At approximately 5:25 Mr. Charest made a motion to enter into Executive Session to discuss real and personal property Abatements. The Board will resume in Open Session. Roll call vote was taken on the motion. Mr. Charest – yes. Mr. Makuch – yes. Mr. Witkop – yes.

At approximately 5:40 pm Mr. Charest made a motion to adjourn Executive Session and return to Open Session. Roll call vote was taken on the motion. Mr. Charest – yes. Mr. Makuch – yes. Mr. Witkop – yes.

Next Meeting: Monday, February 4th, 2019 at 5:00 PM. At approximately 5:45 pm the meeting was adjourned.

Respectfully Submitted,

Jane Ferrentino
Assessors' Clerk