

## **Board of Assessors Minutes of Meeting February 4, 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 Open Session and Executive Session minutes from the 1/7/2019 meeting were accepted with corrections.

**Correspondence:**

- Advisory Acceptance for Vision Expense – Advisory signed off on our transfer request from stabilization to cover the cost associated with special programming needed to correct Vision Personal Property file.
- CAI Mapping Maintenance Contract – The Board signed the annual mapping contract with CAI and there were no changes in their fee of \$1,750 for the current year.

**New Business:**

- Cyclical Inspections – Jane advised the Board that she had created a 9-year plan for all Cyclical Inspections for Residential, Commercial, and Exempt parcels from Fiscal 2020 to Fiscal 2028. There is a budget for each Fiscal year. Norman asked when we would be doing the Personal Property Inspections and advised we do it next Fiscal year (2021).
- Sales Questionnaire – Jane presented to the Board a Sales Questionnaire along with a letter that would be mailed to all new real property sales. The Board approved both the Questionnaire and the letter and would like us to send them after we get the January deeds. We will be updating the letter to include an option to email the Questionnaire to our office as well as mail it.
- Form of Lists – Jane advised the Board that we have received 15 Form of Lists so far.
- Income and Expense Forms – Jane advised the Board that we have received 8 Income and Expense Forms so far.
- 3ABC Forms – Jane advised the Board that we have received 4 3ABC Forms so far.

**Signatures/Approval:**

- Roger & Melissa Beaumier:
  - Revised Chapter Lien for 61 and 61B was presented to the Board to replace the individual liens that had previously been signed.
  - Chapter 61 and 61B Lien was signed by all members of the Board and will be sent to the DOR this week along with 2 other Chapter Liens.
- Payroll Sheets were signed by the Board

- Weekly Timesheets were signed by Norman Charest.
- Invoices:
  - MAAO Course 200 for Jane - (Expense #01-141-5420-04) \$275
  - Staples – Office Supplies - (Expense #01-141-5420-04) \$395.01

**Executive Session** – At approximately 5:20 Mr. Makuch 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 6:00 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.

**Real & Personal Property Abatement Applications:**

**Results:**

- 1) App #3 (21-40-5) – 23 Tall Pines Rd #5 (Anzalotti) – Abatement application was denied by unanimous vote by the Board for Fiscal 2019.
- 2) App #11 (16-90-0) Fernwood Dr (Buckley) – Abatement application was granted by unanimous vote by the Board for Fiscal 2019.

There are going to be 4 inspections for this year and the Board has agreed to plan on conducting the inspections on the week of February 25<sup>th</sup>. The Board suggested February 26<sup>th</sup> or 27<sup>th</sup> for the date of inspections. Carolyn will be sending out all the inspection letters this week and will try and coordinate all four inspections in one day.

**Next Meeting:** Monday, March 4th, 2019 at 5:00 PM. At approximately 6:04 pm the meeting was adjourned.

Respectfully Submitted,

*Jane Ferrentino*  
Assessors' Clerk