

**BOARD OF ASSESSORS**

**August 16, 2017**

**Minutes of Assessors Meeting**

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The meeting was called to order at 3:05pm. Chairman Bresnahan, Clerk Cornellier, Assessing Administrator Thomas Hogan and Assessing Department Assistant Jacquelyn Guthrie were present.

The Board of Assessors read the agenda for August 16, 2017. A motion to approve the agenda as written was made by Clerk Cornellier, seconded by Chairman Bresnahan and approved by a vote of 2-0.

The Board of Assessors read the minutes of August 3, 2017. A motion to approve the minutes as amended was made by Clerk Cornellier, seconded by Chairman Bresnahan and approved by a vote of 2-0.

The Assessing Administrator presented the Board with a memo to Town Accountant Lisa Gabree authorizing the commitment of 7 Fiscal Year 2017 Supplemental Real Estate Tax Bills totaling \$15,402.18. A motion was made by Clerk Cornellier to accept the 7 FY2017 Supplemental Real Estate Tax Bills. The motion was seconded by Chairman Bresnahan and approved in a 2-0 vote.

The Assessing Administrator presented the Board with a draft memo to Town Administrator Robert Pontbriand detailing the Assessing Department's succession/contingency plan requested as part of the Master Plan update. A motion was made to approve the draft by Clerk Cornellier, seconded by Chairman Bresnahan and approved in a 2-0 vote.

The Assessing Administrator informed the Board of Assessors that Mark Witkin, attorney for the Apple Valley Continuing Care Center, secured client approval of a proposed settlement agreement relating to the FY2017 Appellate Tax Board appeal.

The Assessing Administrator presented the Board with the valuation exemption methodology included as part of a proposed Special Tax Agreement (STA) relating to the former John E. Cain facility at 14 Sandy Pond Road.

**Old Business:**

The Board reviewed a memo from Cathy Marques, Municipal and School IT Manager with the Executive Office of Technology Services and Security, detailing the expected schedule for converting 40 communities to Tyler Technologies' lasWorld Appraisal Solution.

**New Business:**

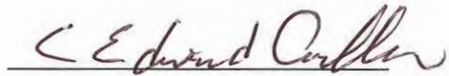
The Board of Assessors reviewed a letter from the Assessing Administrator to the Senior Deputy Commissioner of the Division of Local Services, requesting authority under Ch. 58 Sec. 8 to abate a FY2017 personal property tax bill issued to Scopro Rigging at 19 Westford Road. A motion was made by Clerk Cornellier to approve the submission of Ch. 58 Sec. 8 request. The motion was seconded by Chairman Bresnahan and approved in a 2-0 vote.

The Assessing Administrator notified the Board that Assessing Department Assistant Jacquelyn Guthrie will be attending the Massachusetts Association of Assessing Officers Clerk's meeting in Chelmsford on September 14th.

The next Board of Assessors meeting is scheduled for September 20, 2017 at 2:00pm.

A motion to adjourn at 3:50pm was made by Chairman Bresnahan, seconded by Clerk Cornellier and approved by a vote of 2-0.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Edward Cornellier", is written over a horizontal line.

Clerk

jag