

BOARD OF ASSESSORS

June 12, 2019

Minutes of Assessors Meeting

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**TOWN OF AYER
TOWN CLERK**

1:30pm lf

The meeting was called to order at 2:04pm. Clerk Kilcommins, Member Bresnahan, Chairman Cornellier, Assessing Administrator Thomas Hogan and Assessing Department Assistant Jacquelyn Guthrie were present.

The Board of Assessors read the agenda for June 12, 2019. A motion to approve the agenda as written was made by Member Bresnahan, seconded by Clerk Kilcommins and approved by a 3-0 vote.

The Board of Assessors read the minutes for May 22, 2019. A motion to approve the minutes as written was made by Member Bresnahan, seconded by Clerk Kilcommins and approved by a 3-0 vote.

The Assessing Administrator reported to the Board that our assessing database was successfully converted to Tyler Technologies' iasWorld Appraisal Solution. Mr. Hogan explained that he will be working on completing an internal audit of the converted data and that the office will now be maintaining two appraisal systems concurrently until May of 2020.

The Assessing Administrator updated the Board on the status of creating the commitments for FY2020 Preliminary Real & Personal Property tax bills.

The Board of Assessors reviewed a memo from the Town Manager Robert Pontbriand regarding the FY2019 Year-End Encumbrances.

The Assessing Administrator and Board of Assessors discussed a request by the Bureau of Local Assessment (BLA) for an update on Ayer's progress in meeting the BLA's FY2022 Certification Directives.

Assessing Administrator Hogan presented the Board with the updated FY2020 Gateway Assessor Certification.

The Board received notice that the June 26th hearing at the Appellate Tax Board (ATB) involving Cargill A.M. Holdco LLC will be rescheduled for October per request of opposing counsel.

The Board of Assessors reviewed the Assessing Department Report for the month of May. A motion to approve the report as written and authorize submission to the Town Manager was made by Member Bresnahan, seconded by Clerk Kilcommins and approved in a 3-0 vote.

The Board of Assessors reviewed the May 2019 Motor Vehicle Excise Abatement Report. The Assessing Department Assistant processed 47 abatements totaling \$4,781.35. A motion to accept and sign the report was made by Clerk Kilcommins, seconded by Member Bresnahan and approved by a vote of 3-0.

Old Business:

There were no issues of old business

New Business:

The Board of Assessors was presented with two Motor Vehicle and Trailer Excise warrants and commitments, Commitment 3 of 2019 totaling \$79,940.64, and Commitment 99 of 2019 totaling \$1,836.25. A motion to approve and sign the warrants and commitments was made by Clerk Kilcommins. The motion was seconded by Member Bresnahan and approved in a 3-0 vote.

The next Board of Assessors will be scheduled for July 24, 2019 at 2:00.

A motion to adjourn at 3:39pm was made by Clerk Kilcommins, seconded by Member Bresnahan and approved by a vote of 3-0.

Respectfully submitted,

 07/24/19
Clerk

jag