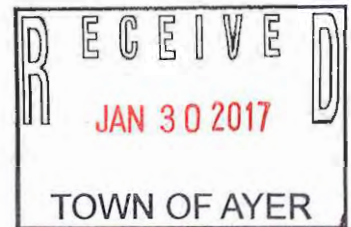


BOARD OF ASSESSORS

January 11th, 2017

Minutes of Assessors Meeting



The meeting was called to order at 2:15pm. Chairman Callahan, Clerk Cornellier, Member Bresnahan, Assessing Administrator Hogan and Assessing Department Assistant Jacquelyn Guthrie were present.

The Board of Assessors read the agenda for January 11, 2017. A motion was made, seconded and approved by a vote of 3-0 to accept the agenda as written.

The Board of Assessors read the minutes of December 20, 2016. A motion was made, seconded and approved by a vote of 3-0 to accept the minutes as written.

The Assessing Administrator informed the Board that FY2017 Real & Personal Property Tax Bills were mailed on December 30th and are due February 1st. The deadline for filing a tax appeal is also February 1st.

At 2:31pm, pursuant to Purpose 7, G.L. c.59 s.60, Chairman Callahan called for a vote to go into Executive Session to review 1 FY2017 Personal Property abatement application, 3 FY2017 statutory exemption applications and 1 FY2017 CPA Surcharge exemption application with Open Session to reconvene at the conclusion of the Executive Session. Motion was seconded by Clerk Cornellier. Vote: Denis Callahan: Aye; C. Edward Cornellier: Aye; Paul Bresnahan, Aye. Motion passes by a vote of 3-0.

At 2:46 pm, the Board reconvened into Open Session.

The Board of Assessors reviewed the proposed FY2018 Assessing Department Budget. A motion was made, seconded and approved by a vote of 3-0 to approve the budget request and submit it to the Town Administrator.

The Assessing Administrator informed the Board that he and IT Director Cindy Knox met with MassIT's Cathy Marques on January 4th to discuss the timeline for converting to Tyler Technologies' iasWorld Appraisal Software.

The December 2016 Assessing Department Monthly Report was reviewed by the Board of Assessors. A motion to approve the report was made, seconded and approved by a 3-0 vote.

The Board of Assessors reviewed the December 2016 Motor Vehicle Excise Abatement Report. There were 6 abatements posted totaling \$1,942.21. A motion to accept and sign the report was made, seconded and approved by a vote of 3-0.

Old Business:

The Board of Assessors reviewed guidelines published by the State Attorney General's Office regarding executive sessions.

New Business:

Five warrants were presented to the Board of Assessors for their approval. A Water/Sewer Lien warrant in the amount of \$174,412.68, a Personal Property Tax warrant in the amount of \$3,628,866.78, a Real Estate Tax warrant in the amount of \$18,360,113.64, a Community Preservation Act Surcharge warrant in the amount of \$168,378.75 and a Motor Vehicle & Trailer Excise warrant in the amount of \$23,413.81. A motion was made to accept and sign the warrants, seconded and approved in a 3-0 vote.

The Board of Assessors reviewed the Assessing Administrator's cover memo and report to the Town Accountant in response to her request for verification of Ayer's Fixed Asset Listing for 2016. A motion to approve the memo and report was made, seconded and approved by a 3-0 vote.

The Board of Assessors reviewed a memo to the Benefits & Payroll Manager approving the Assessing Administrator's Professional Designation Stipend as stipulated in his professional services contract. A motion to approve the stipend and submit the memo was made, seconded and approved by a 3-0 vote.

A memo concerning mileage compensation was read by the Board. A motion to approve the memo was made, seconded and approved by a 3-0 vote.

The Board of Assessors congratulated Department Assistant Jacquelyn Guthrie for receiving a Certificate of Achievement for successfully completing the Department of Revenue's course in Assessment Administration: Law-Procedures-Valuation.

The next Board of Assessors meeting is scheduled for January 25, 2017 at 2:00pm.

A motion was made, seconded and approved by a vote of 3-0 to adjourn at 3:46pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "C. Edmund Corliss", is written over a horizontal line.

Clerk

jag