

**BOARD OF ASSESSORS**

**July 12, 2017**

**Minutes of Assessors Meeting**

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The meeting was called to order at 2:00pm. Chairman Bresnahan, Clerk Cornellier, Member Callahan, Assessing Administrator Thomas Hogan and Assessing Department Assistant Jacquelyn Guthrie were present.

The Board of Assessors read the agenda for July 12, 2017. A motion to approve the agenda as written was made by Chairman Bresnahan, seconded by Clerk Cornellier and approved by a vote of 3-0.

The Board of Assessors read the minutes of June 15, 2017. A motion to approve the minutes as written was made by Chairman Bresnahan, seconded by Member Callahan and approved by a vote of 3-0.

Chairman for the Veteran Memorial Fund James Fay joined the meeting at 2:11PM. Mr. Fay expressed to the Board his willingness help raise public awareness regarding the existence and qualification requirements of statutory exemptions. The Board of Assessors and department staff went on to discuss various strategies to expand public outreach as it relates to statutory exemptions.

The Assessing Administrator provided the Board with a copy of a memo that he sent to the Tax Collector summarizing the procedure for processing the abatements resulting from the Verizon New England settlement agreement.

The Board of Assessors reviewed a spreadsheet provided by the Division of Local Services (DLS) showing the FY2018 Centrally Valued Telephone and Telegraph Company Valuations for the town of Ayer. A motion was made to accept the valuations by Clerk Cornellier, seconded by Member Callahan and approved in a 3-0 vote.

The Assessing Administrator informed the Board that FY2018 Preliminary Real Estate & Personal Property tax bills were mailed on June 30th.

The Assessing Administrator provided the Board with the MassIT Appraisal Software and Conversion Municipal Contract signed by the Town Administrator. He explained that the executed contract clears the way for Ayer's conversion to Tyler Technologies' iasWorld Appraisal Solution by the end of fiscal year 2019.

The Assessing Administrator informed the Board that Craig Eichholz of Real Estate Research Consultants (RRC) completed 9 days of cyclical residential property inspections.

The Board of Assessors reviewed a FY2018 Appellate Tax Board Petition Under Formal Procedure filed on the property at 400 Groton Road. The Assessing Administrator explained that he was contacted by the appellant's attorney to discuss a possible settlement of the appeal. The Board of Assessors directed the Assessing Administrator to review the valuation and continue negotiations the appellant's attorney.

The Board of Assessors reviewed the June 2017 Motor Vehicle Excise Abatement Report. There were 26 abatements posted totaling \$3,422.19. A motion to accept and sign the report was made by Clerk Cornellier, seconded by Member Callahan, and approved by a vote of 3-0.

The Assessing Department Report for the month of June was reviewed by the Board of Assessors. A motion to approve the May report was made by Member Callahan, seconded by Chairman Bresnahan and approved by a vote of 3-0.

Old Business:

The Board of Assessors discussed the DLS 2017 State Owned Land Valuations. The Assessing Administrator informed the Board that he called DLS to ask why the property at 43 Central Avenue was not included on the list. DLS explained that because it is owned by the MBTA, the property is specifically non-reimbursable per statute. A motion was made by Clerk Cornellier to accept 2017 State Owned Land Values. The motion was seconded by Member Callahan and approved in a 3-0 vote.

New Business:


The Assessing Administrator discussed the Town's new Payroll Service with the Board.

The Assessing Administrator informed the Board that the Town Administrator, as part of Ayer's Master Plan Update, has asked all department heads to submit a memo detailing the contingency plan for each department addressing possible staff changes or retirements that may impact the future operations of the municipality. The memo is due by August 8<sup>th</sup>.

The next Board of Assessors meeting is scheduled for August 3, 2017 at 2:00pm.

A motion to adjourn at 3:55pm was made by Chairman Bresnahan, seconded by Clerk Cornellier and approved by a vote of 3-0.

Respectfully submitted,

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

Clerk

jag