

BOARD OF ASSESSORS

June 10, 2015

Minutes of Assessors Meeting

The meeting was called to order at 2:10pm. Chairman Callahan, Member Bresnahan, Assessing Administrator Hogan and Assessing Department Assistant Jacquelyn Guthrie were present.

The Board of Assessors read the Agenda for June 10, 2015. A motion was made, seconded and approved by a vote of 2-0 to accept the Agenda as written.

The Board of Assessors read the minutes of 05/13/2015. A motion was made, seconded and approved by a vote of 2-0 to accept the minutes as written.

Assessing Administrator Hogan presented the Board with the May 2015 Automobile Excise Abatement Report for their approval. A motion was made, seconded and approved by a vote of 2-0 to approve the May 2015 Automobile Excise Abatement Report.

Assessing Administrator Hogan informed the Board that Don Reynolds of the Department of Revenues' (DOR) technical assistance staff was in Ayer on May 29th to install a condominium upgrade to the Community Software Consortium (CSC) appraisal software. Mr. Hogan explained that this upgrade will enable the Assessing Department to include sketches of condominium properties as now required by the Bureau of Local Assessment (BLA).

Assessing Administrator Hogan informed the Board that, per request of the town's Information Technology Director, he discussed the procedure for moving the CSC Appraisal Software to a Cloud based server. Mr. Reynolds explained that this process could be completed as soon as July of 2015.

The Board reviewed Assessing Administrator Hogan's draft contract. The Board agreed to postpone action on the contract until all 3 Board members can be present for discussion.

Assessing Administrator Hogan provided to the Board a spreadsheet summarizing the current status of the town's 3 year cyclical inspection program.

Old Business:

The Board of Assessors discussed FY2016 Preliminary Tax Bills. Assessing Administrator Hogan explained that the FY2016 Preliminary Tax commitment process near completion and that the bills will be mailed on 6/30/2015.

New Business:

The Board of Assessors reviewed 2015 Motor Vehicle Excise warrants for commitments 3 and 99. A motion was made, seconded and approved in a 2-0 vote to accept the warrants.

Assessing Administrator Hogan informed the Board that the annual performance evaluations for the full time Assessing Department staff need to be completed.

The Board of Assessors asked the Assessing Administrator to comply with the Board of Selectmen's request to provide a May of 2015 Assessing Department monthly report for publication on the town's website.

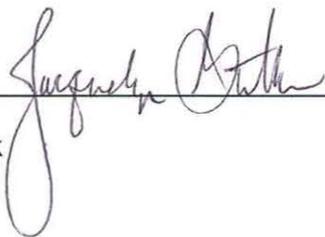
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TOWN CLERK
TOWN OF AYER
2015 JUL 31 AM 11:25
Mary Appalana

Per the request of the Town Administrator, Assessing Administrator Hogan prepared a list of short and long term departmental goals for inclusion in the town's update of the Comprehensive Plan. The Board of Assessors discussed the goals presented and requested some modifications. Member Bresnahan made a motion to approve the long and short term goals. The motion was seconded and approved by a vote of 2-0.

Our next meeting is scheduled for Wednesday, July 1, 2015 at 2:00pm.

A motion was made, seconded and approved by a vote of 2-0 to adjourn at 3:45 pm.

Respectfully submitted,



Clerk

jag