



Department: Board of Assessors Day: Wed. Date: 7/18/18 Time: 2:00 PM

Place: Assessing Administrator's Office – Ayer Town Hall, 1 Main Street

Business of Meeting: AGENDA

1. Call to Order
2. Approve Agenda
3. Approval of 6/14/18 Minutes
4. Kevin Johnston – Electronic Access to Payroll Discussion
5. Discussion of FY2019 Preliminary Tax Bills
6. FY2019 Statutory Exemption Discussion
7. Tyler Technologies IasWorld Conversion Update
8. Approval of June 2018 Assessing Department Report
9. Approval of June 2018 Motor Vehicle Excise Abatement Report
10. Old Business
11. New Business
12. Adjournment

BOARD OF ASSESSORS

July 18, 2018

Minutes of Assessors Meeting

RECEIVED
SEP 04 2018

**TOWN OF AYER
TOWN CLERK**

2:15 PM

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

The Board of Assessors read the agenda for July 18, 2018. A motion to approve the agenda as written was made by Clerk Cornellier, seconded by Member Bresnahan and approved by a 3-0 vote.

The Board of Assessors read the minutes for June 14, 2018. A motion to approve the minutes as written was made by Clerk Cornellier, seconded by Member Bresnahan and approved by a 3-0 vote.

Kevin Johnson the Town of Ayer Benefits and Payroll Manager joined the meeting in progress for a brief explanation of electronic employee access to payroll information.

The Board of Assessors was presented with a FY2019 Preliminary CPA Surcharge Warrant/Commitment for \$96,443.46, a FY2019 Preliminary Personal Property Tax Warrant/Commitment for \$2,193,071.29 and a FY2019 Preliminary Real Estate Tax Warrant/Commitment for \$9,848,473.51. A motion to approve and sign the warrants and commitments was made by Member Bresnahan, the motion was seconded by Clerk Cornellier and approved by a 3-0 vote.

The Assessing Administrator informed the Board that FY2019 Statutory Exemption Applications were mailed out on July 9, 2018.

The Assessing Administrator informed the Board that the scheduled conversion date to the Tyler Technologies IasWorld appraisal system is September 17, 2018 and that all annual property data maintenance will be completed prior to the conversion date.

The Board of Assessors reviewed the departmental report for the month of June. A motion to approve the report as amended and authorize submission to the Town Manager was made by Clerk Cornellier, the motion was seconded by Member Bresnahan and approved in a 3-0 vote.

The Board of Assessors reviewed the June 2018 Motor Vehicle Excise Abatement Report. The Assessing Department Assistant processed 23 abatements totaling \$2,825.24. A motion to accept and sign the report was made by Clerk Cornellier, the motion was seconded by Member Bresnahan and approved by a vote of 3-0.

Old Business:

The Assessing Administrator informed the Board that he will continue to work with both Real Estate Research Consultant's Brian Pelletier and National Grid's Tax Manager regarding the personal property valuation of the New England Hydro Transmission facility.

The Board of Assessors reviewed the FY2018 Performance Evaluations completed for both the Assessing Administrator and Assessing Department Assistant.

New Business:

The Assessing Administrator presented the Board with a response memo sent to the Town Manager outlining the Assessing Department's vision for assisting other departments in reaching many of the goals set forth in the recently completed Master Plan.

The Board of Assessors reviewed the FY19 Amended Tax Base Levy Growth (LA13A). A motion to approve the report was made by Clerk Cornellier, seconded by Member Bresnahan and approved in a 3-0 vote.

The Board of Assessors reviewed three FY2018 Appellate Tax Board petitions.

The Assessing Administrator informed the Board that Barbara Tierney was hired as the new Treasurer/Collector and will start work on July 31, 2018.

The next Board of Assessors meeting is scheduled for August 30, 2018 at 2:00pm.

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

Respectfully submitted,

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

Clerk

jag