

Department: Board of Assessors Day: Thu. Date: 8/30/18 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 7/18/18 Minutes
4. Discussion of DLS Policy Regarding Gateway Signature Authorization
5. Approval of Motor Vehicle Excise Commitments & Warrants
6. Approval of FY2018 Supplemental Tax Bills
7. Approval of FY2019 Preliminary Tax Bill Adjustments for Parcels 26-84 & 36-233
8. Approval of FY2018 Community Preservation Act Surcharge Report CP-1
9. Discussion of FY2019 Changes in Community Preservation Act Surcharge Procedures
10. Approval of July 2018 Assessing Department Report
11. Approval of July 2018 Motor Vehicle Excise Abatement Report
12. Old Business
13. New Business
14. Adjournment

RECEIVED  
AUG 17 2018

TOWN OF AYER  
TOWN CLERK

10:25am *Maura Copeland*

## **BOARD OF ASSESSORS**

**August 30, 2018**

### **Minutes of Assessors Meeting**

The meeting was called to order at 2:13pm. Clerk Cornellier, Chairman Callahan, Assessing Administrator Thomas Hogan and Assessing Department Assistant Jacquelyn Guthrie were present.

The Board of Assessors read the agenda for August 30, 2018. A motion to approve the agenda as written was made by Clerk Cornellier, seconded by Chairman Callahan and approved by a 2-0 vote.

The Board of Assessors read the minutes for July 18, 2018. A motion to approve the minutes as written was made by Clerk Cornellier, seconded by Chairman Callahan and approved by a 2-0 vote.

The Assessing Administrator provided the Board with an email from Division of Local Services (DLS) Certification Advisor Rebecca Bouche outlining DLS policy regarding DLS Gateway signatures. The policy states that the Board of Assessors is required to sign and attach printed copies of Bureau of Local Assessment (BLA) forms to supplement the Gateway submission. A motion was made by Clerk Cornellier to approve the policy regarding signed authorization of BLA Gateway submissions, seconded by Chairman Callahan and approved by a 2-0 vote.

The Board of Assessors was presented with Motor Vehicle Excise Warrants and Commitments for Commitment 4 of 2018 totaling \$48,837.94 and Commitment 90 of 2018 totaling \$4,200.00. A motion to approve and sign the warrants and commitments was made by Clerk Cornellier, seconded by Chairman Callahan and approved by a 2-0 vote.

The Assessing Administrator provided the Board with a memo to the Town Accountant listing 9 FY2018 Supplemental Real Estate Tax Bills. The total supplemental tax and CPA surcharge committed is \$1,211.64. Clerk Cornellier made a motion to approve the 9 supplemental tax bills, seconded by Chairman Callahan and approved by a 2-0 vote.

The Assessing Administrator recommended to the Board that they motion to adjust the FY2019 preliminary taxes assessed to the property identified as parcel 26-284 and located at 10 East Main Street from \$2,582.89 to \$886.61 due to pre July 1 fire damage. The Assessing Administrator also recommended to the Board that they motion to adjust the FY2019 preliminary taxes assessed to the property identified as parcel 36-233 and located at 0 Littleton Road from \$1,266.06 to \$21.66 due to a valuation error. Clerk Cornellier made a motion to approve the 2 FY2019 preliminary tax adjustments as recommended by the Assessing Administrator, seconded by Chairman Callahan and approved in a 2-0 vote.

The Assessing Administrator presented the Board with the FY2018 CP-1 Community Preservation Surcharge Report. The net surcharge amount for FY2018 is \$186,002.52. A motion to approve and submit the CP-1 Report was made by Clerk Cornellier, seconded by Chairman Callahan and approved in a 2-0 vote.

The Board of Assessors discussed changes in Community Preservation Act Surcharge procedures resulting from the passage of the Municipal Modernization Act.

The Board of Assessors reviewed the departmental report for the month of July. A motion to approve the report as amended and authorize submission to the Town Manager was made by Clerk Cornellier, seconded by Chairman Callahan and approved in a 2-0 vote.

The Board of Assessors reviewed the July 2018 Motor Vehicle Excise Abatement Report. The Assessing Department Assistant processed 40 abatements totaling \$3,034.55. A motion to accept and sign the report was made by Clerk Cornellier, seconded by Chairman Callahan and approved by a vote of 2-0.

Old Business:

The Assessing Administrator informed the Board that Clerk Cornellier and Member Bresnahan are due to complete their online ethics training.

New Business:

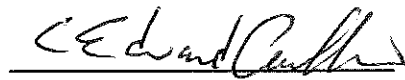
The Assessing Administrator informed the Board that the Town Manager's Office has scheduled the FY2019 Public Hearing on Tax Classification for December 4, 2018 at 7:00pm.

The Assessing Administrator informed the Board that he will be on vacation from September 10<sup>th</sup> through September 14<sup>th</sup>.

The next Board of Assessors meeting is scheduled for September 19, 2018 at 2:00pm.

A motion to adjourn at 3:52pm was made by Clerk Cornellier, seconded by Chairman Callahan and approved by a vote of 2-0.

Respectfully submitted,

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

Clerk

jag