

**BOARD OF ASSESSORS**

**November 7, 2018**

**Minutes of Assessors Meeting**

**RECEIVED**  
DEC 19 2018  
TOWN OF AYER  
TOWN CLERK  
9:30AM *lf*

The meeting was called to order at 2:11pm. 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 November 7, 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 September 19, 2018. A motion to approve the minutes as amended was made by Clerk Cornellier, seconded by Member Bresnahan and approved by a 3-0 vote.

The Assessing Administrator informed the Board that Ayer's FY2019 Interim Year Update of Assessed Valuations was approved by the Department of Revenue (DOR). The Board was presented with the FY2019 LA-15 Interim Year Update Report for their approval. A motion was made by Clerk Cornellier to approve and sign the LA-15 report. Member Bresnahan seconded the motion which was approved in a 3-0 vote.

The Assessing Administrator informed the Board that Ayer's FY2019 LA-4 Assessment/Classification Report and LA-13 Tax Levy Base Report were approved by the Department of Revenue (DOR). The Board was presented with both the LA-4 and LA-13 reports for their approval. A motion was made by Clerk Cornellier to approve and sign both the LA-4 and LA-13 reports. Member Bresnahan seconded the motion which was approved in a 3-0 vote.

The Board of Assessors was presented with a Motor Vehicle Excise Warrant and Commitment for Commitment 5 of 2018 totaling \$36,822.28. A motion to approve and sign the warrant and commitment was made by Clerk Cornellier, seconded by Member Bresnahan and approved by a 3-0 vote.

The Assessing Administrator discussed with the Board the process for incorporating the Small Commercial Exemption into FY2019 3<sup>rd</sup> and 4<sup>th</sup> quarter real estate tax bills.

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

The Board of Assessors reviewed the September 2018 Motor Vehicle Excise Abatement Report. The Assessing Department Assistant processed 19 abatements totaling \$2,557.55. A motion to accept and sign the report was made by Clerk Cornellier, seconded by Member Bresnahan and approved by a vote of 3-0.

Old Business:

The Assessing Administrator and Board of Assessors discussed the current status of the valuation negotiations with National Grid Tax Manager Paula Leaverton.

The Board of Assessors reviewed an email solicitation from Vision Government Solutions regarding their appraisal software.

The Board of Assessors reviewed the Assessing Administrator's presentation on municipal finance made on September 25<sup>th</sup> at the Ayer Public Library. A motion was made to accept the report by Clerk Cornellier and seconded by Member Bresnahan. The motion was approved in a 3-0 vote.

New Business:

The Board of Assessors reviewed three FY2019 State Appellate Tax Board petitions filed on behalf of Horizon Milling on Nemco Way.

The Assessing Administrator informed the Board that he will be out of the office from December 6 through December 11.

The next Board of Assessors meeting is scheduled for November 28, 2018 at 2:00pm.

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

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Paul D. Bresnahan", written over a horizontal line.

Clerk

*acting*

jag