



Board of Assessors'

Meeting Minutes

Thursday, October 21, 2021

Chairman Charles W. Long called the meeting to order at 4:06 PM in the Assessor's Office. Present were Board Members Robert G. Cocks, Jr. and Caroline B. Akins, and Town Assessor Amy Gow.

1. Regular Business

- Meeting minutes from September 16, 2021 were reviewed and unanimously approved.
- Departmental Expenditures September 16, 2021 thru October 21, 2021 were reviewed.

2. Warrants

- Warrant for 2020 Motor Vehicle Excise tax bills, Commitment No. 10R (revised date) was reviewed and endorsed.
- Warrants for 2021 Motor Vehicle Excise tax bills, Commitment Nos. 3 and 3R (revised dates), were reviewed and endorsed.
- Warrant for 2021 Motor Vehicle Excise tax bills, Commitment No. 4 was reviewed and endorsed.

3. Chapter Land Approvals

Chapter Land Approvals – Chapter 61B

By unanimous vote, FY2023 applications for classification under provisions of Chapter 61B of the Massachusetts General Laws were approved for the following properties:

95 Farm Street (15-1-B, 15-2-0)	10.225 acres
Cranberry Lane (5-145-0, 5-145-A)	8.497 acres
10 Glen Street (9-131-C, 9-131-D)	8.709 acres
84 Strawberry Hill Street (13-9-0)	38.420 acres
181 Centre Street (21-51-0, 21-55-0)	46.670 acres

Chapter Land Approvals – Chapter 61A

By unanimous vote, FY2023 applications for classification under provisions of Chapter 61A of the Massachusetts General Laws were approved for the following properties:

59 Main Street (5-193-0)	10.650 acres
55 Smith Street (15-12-D, 15-13-0, 15-13-A, 15-14-A)	99.500 acres
48 Farm Street (10-49-0)	13.940 acres

4. Prior Notice to Warrant Committee

Prior Notice to the Warrant Committee for \$7,500 to have Patriot Properties value (3) 504 Utilities for FY2022 was reviewed and with edits, endorsed.

5. PILOT

Board reviewed PILOT analysis provided by Beth Greenblatt, Town's Solar Consultant. Board will discuss with Town Administrator when the PILOT agreement is finalized.

6. Notice to Sell

The Board reviewed Purchase and Sale agreement for 130 Farm Street. Also, reviewed letter from Stephen A. Greenbaum, Esq., regarding roll back taxes.

7. Town Assessor FY2023 Contract

By unanimous vote, the Board approved and endorsed FY2023 Employment Contract for Town Assessor.

8. Payroll and Accounts Payable Authorization

- By unanimous vote, the Board authorized Charles W. Long, with Robert G. Cocks, Jr. and Caroline B. Akins as alternates, to sign FY2022 accounts payable and payroll vouchers- authorization form was signed.
- Account payable and payroll vouchers were reviewed and endorsed for 10/21/2021.

9. Town Assessor Updates

- LA-3 & LA-15 (Sales) were approved by Department of Revenue for FY2023. Once LA-4 and LA-15 are approved – The Town Assessor will print FY2023 Assessments for the Board.
- At this time, there is only one outstanding real estate abatement check outstanding for the FY2021 abatements, and there are currently no pending ATB cases.
- The Classification Hearing is scheduled for December 2, 2021.
- The Preliminary FY2023 Budget for the Assessors Office was reviewed. A final draft will be completed by the next Board Meeting.
- Draft Job Descriptions for the Town Assessor and Assessor Clerk were reviewed. The Assessor Clerk job description was approved with minimal changes. The Town Assessor job descriptions still had corrections that need to be corrected before approval.
- The Board also discussed how Conservation Restrictions are assessed, and asked the Town Assessor to gather information as to how abutting towns value land that is subject to a Conservation Restriction.

10. Next Meeting

- The next meeting is scheduled for Thursday, October 21, 2021 at 4:00 PM.
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Documents and Exhibits Used During this Meeting:

- Meeting Minutes of September 16, 2021
- Departmental Expenditures from September 16, 2021 thru October 21, 2021
- 2020 Motor Vehicle Commitment #10R Warrant (revised date)
- 2021 Motor Vehicle Commitment #3 Warrant (revised date)
- 2021 Motor Vehicle Commitment #3R Warrant (revised date)
- 2021 Motor Vehicle Commitment #4 Warrant
- Chapter Land 61B Applications
 - 95 Farm Street (15-1-B, 15-2-0)
 - Cranberry Lane (5-145-0, 5-145-A)
 - 10 Glen Street (9-131-C, 9-131-D)
 - 84 Strawberry Hill Street (13-9-0)
 - 181 Centre Street (21-51-0, 21-55-0)
- Chapter Land 61A Applications
 - 59 Main Street (5-193-0)
 - 55 Smith Street (15-12-D, 15-13-0, 15-13-A, 15-14-A)
 - 48 Farm Street (10-49-0)
- Prior Notice to Warrant Committee
- PILOT analysis
- Purchase and Sale Agreement 130 Farm Street
- Letter from Stephen A. Greenbaum, Esq.
- Town Assessor FY2023 Employment Contract
- Accounts Payable and Payroll Authorization
- Accounts Payable and Payroll Vouchers for 10/21/21
- FY2021 Abatement Applications Log
- Draft Assessor Clerk and Town Assessor job descriptions