



MINUTES
BOARD OF ASSESSORS
ASSESSORS' OFFICE - CITY HALL
OCTOBER 16, 2013

Present: Robert Goddard, Chair of Board of Assessors
Robert Pelchat, Member of Board of Assessors
Susan C. Warren, Assessors Office Coordinator/Deputy City Clerk
Member Absent: Kem Rozek, Member of Board of Assessors
Also Present: James Wheeler, City Manager
George Sansoucy, City Utility Appraiser

1) **CALL TO ORDER**

The meeting was called to order at 5:30 PM.

2) **REVIEW & APPROVE MINUTES DATED SEPTEMBER 25 AND SEPTEMBER 27, 2013**

Minutes for the meeting of September 25 and September 27, 2013 were e-mailed to the Board for their review prior to this meeting. A motion was made by Board Member Robert Pelchat to accept the minutes as typed. Chair Robert Goddard seconded the motion. The motion was made, seconded and all concurred. The minutes for both meetings will be placed on file.

3) **DISCUSS UTILITY VALUES & PILT VALUES WITH GEORGE SANSOUCY, CITY UTILITY APPRAISER**

Mr. Sansoucy gave the Board and the City Manager copies of his 2013 utility values. Chair Goddard updated Mr. Sansoucy that the Board had already voted on the 2013 utility values and were using the values without applying equalization ratio as noted on his report. Discussion followed regarding the reasons that the Board voted not to apply the equalized ratio. The MS-1 form for 2013 has been submitted to the state using the non-equalized utility values.

City Utility Appraiser Sansoucy then proceeded to inform the Board about proposed legislation regarding PILT payments that municipalities receive. He stated the methodology used by the state to establish a value for these properties resulted in an unrealistic value and this affects the total equalized valuation which is used when setting the county tax and thus affects the tax rate which is set.

Discussion followed concerning the notification from Avitar that they would continue to be our Assessor and do the data verification per contract set to expire June 30, 2015 but would not be entering into a contract with the City for the 2015 revaluation update. The City would have to send out a request for proposal and seek a firm to do the required update. Mr. Sansoucy and the Board agreed that this may be the time to reinstate a full time assessor. The individual would need a bachelor degree and could be mentored until such time as he was accepted by the State as a Certified Assessor. Mr. Sansoucy offered his services and is willing to be the mentor. The hope is that all phases of assessing could be done in-house eliminating the need to hire an outside firm to perform updates. The individual would perform all assessing duties and data verification each year. The Board thanked Mr. Sansoucy for his offer and his time this evening and he departed.

Prior to his departure, City Manager Wheeler notified the Board that Mr. Luther Kinney from AHEAD, the organization which is looking into converting what is known as "Notre Dame High School" into elderly housing complex, would like to meet with the Board at their next meeting (November 20) to discuss taxes on the building once they acquire ownership.

4) **ADJOURNMENT**

There being no further business, a motion to adjourn was made by Member Pelchat and seconded by Chair Goddard. Motion was made and seconded to adjourn. The motion passed. The meeting was adjourned at 7:00 pm. The next meeting of the Board of Assessors is scheduled for Wednesday, November 20, 2013.

Respectfully submitted,

Susan C. Warren

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Assessors' Office Coordinator