

# Fairhaven Board of Assessors

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*40 Center Street, Fairhaven, MA 02719*

*508-979-4018/4021*

September 4, 2013

The Fairhaven Board of Assessors held a publicly posted meeting at 40 Center Street, Fairhaven, MA on Tuesday, September 3, 2013.

Ronald Manzone, Chair, called the meeting to order at 6:00 PM announcing minutes were being taken by Delfino Garcia.

In attendance were Ronald Manzone, Ellis Withington and Delfino Garcia.

Ellis Withington motioned to approve the minutes of September 3, 2013 as presented. Ronald Manzone seconded the motion. A unanimous vote was heard.

Month-end reports:

Motor vehicle excise tax and Boat abatements processed during the month of August was reviewed and signed by the Board of assessors.

Bills payable approved as follows:

FY 2014 dues to subscribe in and other associate members to the MAAO will be due in September for board of assessors and assistant Assessor - \$150.00

Tolls incurred by Assistant Assessor on the Massachusetts Turnpike going to and from the MAAO seminar in Amherst, Massachusetts - \$2.70

Mileage/fieldwork of the Assistant Assessor-\$248.62

Patriot properties, Inc. invoice number 108424 progress report - \$2012.50

Other business:

We discussed about the presence and visit of a representative from the Center for program analysis office of solid waste and an emergency response from Washington, DC on September 11, 2013. The essence of this visit from the EPA was pertaining to a study to examine the assessed values of residential properties around Brownfield properties prior to remediation. The two of the Brownfield properties in the study are near Fairhaven, Massachusetts. And they are hoping to find out some information about data availability pertaining to this matter.

What was discussed is the approval to use the name stamp for the board of assessor pertaining to the boat commitments going out the end of September before prior to next board of assessors meeting.

Ellis Withington motioned to approve the minutes the usage of their signature stamps. Ronald Manzone seconded the motion. A unanimous vote was heard.

A letter presented to the Board of Assessors stated August 29, 2013 stating that Delfino Garcia, Assistant Assessor received confirmation from the Bureau of local assessment for attendance at the classification training workshop conducted by the division of local services held at the University of Massachusetts Amherst on Wednesday, August 7, 2013. Letter signed by Joanne M. Graziano, Chief, Bureau of local assessment.

Also discussed the new certification tab available in gateway to all processes pertaining allowing communities in their triennial certification year to enter their revaluation workplan forms, track their status on receiving certification, and submit the LA 10 assessment change and related documentation to receive final certification.

Discussed the status of the field work, the Assistant Assessor advised the board of assessors out of 307 building permits to be reviewed in the field, they were completed. Out of the 307 completed there were 28 waiting callbacks from the owners of said properties for inspection; 53 Building permits with sales to be inputted into the data system; and a 199 field cards/building permits data to be inputted into the patriots Properties system; estimated deadline to be completed September 15, 2013.

Discussed a meeting that took place on August 21, 2013 with the Financial Team Meeting; it was pertaining to the status of the fieldwork. The next meeting with the Financial Team is on September 5, 2013.

Advised the board the personal property representative from Patriot Properties, Inc. will be completing his task and the deadline for a report is estimated on or about September 23, 2013 or shortly after.

Discussed of the patriot properties system will be down for upgrade starting on 4 PM on September 5, 2013 and all day of September 6, 2013. We will be back online September 9, 2013.

CP-1 report was reviewed and signed by the board of assessors. It is a CPA-community preservation surcharge report.

Old business:

Board of assessors signed letter to the town account authorizing the assistant assessor having the authority to approve payroll for the board of assessors only. Board of assessors also has the authority to approve bills/invoices and payroll for said department.

At 6:39 PM, Ellis Withington motion to adjourn the meeting. Ronald Manzone seconded the motion for a unanimous vote.

The next scheduled meeting will be held on October 8, 2013 at 6 PM.

Respectfully submitted,

Delfino Garcia  
Assistant Assessor

BOARD OF ASSESSORS

Minutes were approved on **October 8, 2013** by:

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Ronald Manzone

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Pam Davis

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Ellis Withington