

Meeting Date: Thursday, June 28, 2012
Called to Order: 9:00 a.m.
Meeting Adjourned: 10:50 a.m.
Members Present: Debbie George, Rick Maiore, Joe Theriault
Other(s) Present: Sue Fitterman, Harald Scheid, Steve Morse

New Business:

1. Minutes: The minutes from May 10, 2012 were approved.
2. Reports: Board members signed the following reports:
 - Motor Vehicle Abatement Report
 - Administrative Abatements for Uncollectible Personal Property
 - Warrants and Commitments for:
 - a. Motor Vehicle Excise Tax
 - b. Preliminary FY2013 Q1 & Q2 Bills for Real Estate, Community Preservation Act (CPA), and Personal Property
 - c. Rollback Taxes for Map 32, Parcel 91
3. Board members reviewed and approved the Chapter 61B application from Tefield Group LLC for three parcels of land at Shaker Hills Golf Course.
4. Board members discussed the following Appellate Tax Board (ATB) cases:
 - a. 5A Trail Ridge Way: Harald Scheid and Linda Couture met with the property owners on June 22nd. Harald recommends changing the grade of the condo from “very good plus/08” to “very good/07”. On a Theriault/George motion, the board voted 3-0 to change the grade to “very good/07” which reduces the 2012 assessment to \$413,800. Harald will notify the homeowners, and Sue Fitterman will process the real estate tax abatement once an ATB Withdrawal Notice is received.
 - b. LTI Harvard Appleworks at 325 Ayer Road: Brad Dunn, the commercial appraiser from RRG, will meet with the property owner to discuss this case.
 - c. MCI Communication Services: This case is being handled by the Department of Revenue and requires no action from the Harvard Assessors office.
5. Annual Appointments: Joe Theriault will be reappointed for another term on the Board of Assessors.
6. Nominate BOA Chair: On a George/Theriault motion, the board voted 3-0 to appoint Rick Maiore as the Chairman for the next year.
7. Sue handed out copies of “FY2013 Programs Available to Seniors” and “Division of Open Government Request for Comments on Tax Abatement Applications”.

Ongoing Business:

1. Policy On Data Requests: Sue reported that per Finance Director Lorraine Leonard, all requests for assessing data or reports must be responded to within 10 business days; any information available through the town website or the lobby computer is considered public information; we will charge \$30 per hour to prepare reports; and fee must be paid before report is released. Debbie will follow up with Lorraine regarding the hourly rate to charge for preparing reports.

2. Update on Geographic Information Systems (GIS): Steve Morse from RRG brought examples of GIS maps he prepared for other towns and reviewed a catalog of available GIS resources. Harald informed the board that RRG is offering its clients a new service to manage the GIS systems in their towns. The service includes but is not limited to: training staff; maintaining geospatial data; coordinating data needs with other boards and committees; developing new GIS resources; and working with GIS vendors to resolve issues.

3. Review RRG Calendar:

- a. Updated assessing maps were received in June.
- b. Preliminary FY2013 bills for real estate and personal property will be mailed on June 29th.
- c. FY13 Statutory Exemption applications will be mailed the first week in July.
- d. FY14 Chapter Land applications will be prepared for mailing in mid-August.

4. The Board of Assessors will not meet during July. The next meeting is tentatively scheduled for Thursday August 2, 2012 at 9:00 a.m.

Date Approved: _____

Rick Maiore

Joseph R. Theriault

Debra M. George