

Meeting Date: Thursday, October 15th, 2015
Called to Order: 4:00pm
Meeting Adjourned: 5:35pm
Members Present: Don Graham (Chair), Joe Theriault, Debbie George
Other(s) Present: Linda Couture (RRG), Jared Aponte (Assistant Assessor)
Absent:

*The minutes from the September 17th meeting were voted 3-0 to approve**

Ongoing Business:

1. Discussed differences between an action item list and an agenda. Action item lists will be used to declare what somebody will do (for example look something up for next meeting) whereas the agenda is a list of items to be discussed at the meeting.
2. The Board of Assessors (BoA) Reviewed the Assessors' calendar. Discussed issues and risks with current schedule, such as not meeting deadlines. Dale Erskine (RRG) is beginning on cyclical inspections. Regional Resource Group, Inc (RRG) is waiting on Department of Revenue (DoR) to send paperwork regarding the FY16 tax rate. RRG states that we should be caught up by next month.
3. Linda Couture reviewed August assessment / sales data. She will continue to look for discrepancies and valid sales data to be discussed at the November meeting.
4. Discussed changes to the BoA Policies and Procedures on pages 6 and 7 (sections 3.4.5, 3.4.6, 3.5.1.1, and 3.5.1.6) The board voted 3-0 to further change section 3.4.6 to read "... the Board will accept 3ABC forms up to the date of the first actual real estate tax bill is due, generally, February 1st".

New Business:

1. *Board voted 3-0 to change wording on first item of the BoA September minutes. It now reads "...Joe will modify the P&P manual to reflect how the Action Item List will be used".
2. The board passed over agenda item "Chapter Land 61 Forestry Application & Lien". Will be discussed at next meeting.
3. Reviewed current late 3ABC applications. Debbie motioned to accept and approve Village Nursery's late application. Board voted 3-0. Debbie then motioned to accept an extension for the Harvard Historical Society's late application. Board voted 3-0 and will review at next meeting.
4. Discussed MCI WorldCom Network and MCI Communications ATB cases. Total taxes paid by MCI from 2004-2015 are \$29,630. They are looking for an abatement of \$4,300. The board would like Harald Scheids' (President of RRG) recommendation before making a decision on whether to issue an abatement or go before the ATB in these cases.
5. The Board signed the following documents:
 - a. Motor Vehicle Abatement Report, created October 15th, 2015
 - b. Motor Vehicle Commitment Report, created October 15th, 2015

6. Documents Reviewed

- a. Assessors Calendar
- b. Harvard's August Property Sales
- c. Assessors Policies and Procedures
- d. Village Nursery's 3ABC Form
- e. MCI ATB Cases

A tentative date and time were set for the next meeting of the Board on November 19th at 4:00pm

Date Approved: 11/19/15



Don Graham

Debra M. George



Joe Theriault