

**BOARD OF
ASSESSORS
MEETING
MINUTES**

October 17, 2012

Mapping Room, 1 Main St, Upton, MA 01568

Chairman Charles Marsden, Assessor Glenn Fowler, Assessor
Teresa Ambrosino, Department Coordinator, Tracey Tardy

1 The meeting was called to order at 6:30pm.

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3 The Board met with Kenneth Glowacki, Collector/Treasurer, Kelly McElreath, Town Clerk and
4 Blythe Robinson, Town Manager to discuss the preliminary numbers for the recap. Chairman
5 Marsden went through the line items and requested that each person review it and make sure the
6 information that was given to the Board for input was correct. Mr. Glowacki had a few changes
7 that needed to be made that will affect the tax rate. Chairman Marsden also requested a letter
8 from Mrs. Robinson for each of the items that were not level funded as the DOR will require an
9 explanation. Mrs. McElreath went over the enterprise funds with a few questions to make sure
10 some of the figures were not included twice. Chairman Marsden agreed that things looked okay
11 but Mrs. McElreath should check with the Accountant one more time to make sure they all are in
12 agreement. Preliminary excess levy capacity is \$63933.28 and that may change.

13
14 The Board accepted the meeting minutes from 10/10/12 meeting

15
16 Vouchers were approved

17
18 Read through the mail

19
20 Approved abatements and abatement certificates for motor vehicle

21
22 Approved seven chapter land renewal acceptance letters and one new request for land to be put
23 into 61A, lien was approved and letter will be sent to property owner. The chapter land
24 acceptance letters and all applications are filed in the Assessor's Office in the chapter land filing
25 cabinet.

26
27 A request was made for the Assessor's Assistant to contact Patriot regarding GIS maps being put
28 onto the assessor's system for the first year then onto a web based system in the future.

29
30 Mr. Fowler reviewed the Upton Development Group email sent from the Town Manager and will
31 contact her about the land issue.

32
33 The Board agreed that the map/listing and owner/listing of the maps can be disposed of after the
34 year. It is not found on the disposal list from the state as an item the Board needs permission to
35 dispose of.

36
37 General work session followed the meeting.

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39 Meeting was adjourned @ 8:30 pm

40
41 Respectfully Submitted,

42

43 Tracey Tardy, Department Coordinator