

**BOARD OF  
ASSESSORS  
MEETING  
MINUTES**

**December 12, 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 5:30 p.m.

2  
3 Attendees: Charles Marsden, Glenn Fowler, Teresa Ambrosino, Tracy Tardy, Blythe Robinson

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5 The Board accepted the meeting minutes from 11/28/12. No meeting took place on December  
6 5<sup>th</sup>.

7  
8 5:35 p.m. the Board met with Blythe Robinson, Town Manager/Chief Procurement officer to  
9 review the proper procedures for RFP and Bids and open the bids for the FY2014 Revaluation  
10 RFP. The bid for Northeast Revaluation Group LLC was opened and reviewed. Chairman  
11 Marsden made a motion to accept the bid leaving Option A open for future discussion, Assessor  
12 Ambrosino seconded the motion and Assessor Fowler made it unanimous. Mrs. Robinson will  
13 have the contract drawn up.

14  
15 Mrs. Robinson also spoke with the Board about the parking lot owned by the United Parish and  
16 was looking for assistance to derive a value for the lease of the parking spaces. This was a  
17 preliminary discussion. The Board will contact Northeast Revaluation and check around  
18 surrounding towns that have a fee for the lots use to assist the BOS in coming up with an  
19 appropriate value.

20  
21 Motor vehicle certificates were signed.

22  
23 Vouchers were signed

24  
25 Chairman Marsden made a motion to accept the annual Assessor report with a few minor  
26 changes, Assessor Fowler seconded the motion and Assessor Ambrosino made it unanimous.

27  
28 The Board reviewed Mail

29  
30 Senior work off certificates were approved

31  
32 The letter that was requested by the auditor for all outstanding ATB cases was reviewed and  
33 signed.

34  
35 GIS paperwork was not reviewed and the November deeds had not been completed so they will  
36 both be placed on the agenda for next week's meeting.

37  
38 Meeting was adjourned @ 8:20 p.m.

39  
40 Respectfully Submitted,

41  
42 Tracey Tardy, Department Coordinator