

**BOARD OF
ASSESSORS
MEETING
MINUTES**

May 15, 2013

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 6:30 p.m.

2

3 Attendees: Chairman Charles Marsden, Glenn Fowler, Teresa Ambrosino, Tracey Tardy

4

5 The Board accepted the meeting minutes from 5/8/13

6

7 Approved vouchers

8

9 Motor vehicle certificate and abatement applications were approved

10

11 The Board reviewed the Vadar questionnaire and property tax billing profile. A discussion took
12 place about the preliminary properties are billed. No changes will be made the prelim bills will
13 be billed with prior year values unless it is a new parcel. Any new items will be picked up and
14 billed. 3 Milford St will be included in the prelim bills.

15

16 Reviewed mail

17

18 Reviewed April deeds

19

20 Signed lien release form for 84 Grove St. 3 lots

21

22 Reviewed the information sent out by the Town Accountant about year end. An error was found
23 in the expense account and a correct was sent to have it fixed. Concerning the accounts to be
24 carried forward the email stated that any account starting with 02 or 03 will automatically be
25 carried forward and a form does not need to be filled out.

26

27 The Board looked at the plan for the office space in Holy Angels and discussed the move date.
28 Assessor Ambrosnio requested that the Assistant bring to the BOS office attention that they may
29 want to add a light for the ramped area as the one currently in place does not light the whole
30 walk way and to make sure they are aware that the ramp gets very slippery.

31

32 An email was received from Mr. Glowacki requesting the backup information as to how the
33 value was arrived at for 145 Main St. The Board agreed that the worksheet sent from Alan Booth
34 the representative from Northeast Rev. could be released to Mr. Glowacki.

35

36 Discussion took place regarding the summer schedule. It will begin the month of June. The
37 Board will meet every other week.

38

39 Board members worked on reviewing the old plans in the plan drawer and mapping issues that
40 need to be resolved before the move.

41

42 Meeting was adjourned @ 7:56 p.m.

43

44 Respectfully Submitted,

45

46

47 Tracey Tardy, Department Coordinator