

**BOARD OF
ASSESSORS
MEETING
MINUTES**

September 18, 2013

Temporary Town Hall, 3 Milford St., Upton, MA 01568

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

1 The meeting, located in the temporary town hall at 3 Milford St., was called to order at 6:30 p.m.

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

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5 The Board accepted the meeting minutes from 9/4/13

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7 Approved vouchers

8
9 Motor vehicle certificate and abatement applications were approved

10
11 Reviewed mail

12
13 Reviewed report submitted to the state with preliminary values using Marshal & Swift per the
14 new state guidelines for certification. We now must use this system to come up with values
15 along with the sales. This system starts with sales and marketing and if a sale for a house style
16 has not occurred in the state mandated time frame the values will then be looked at by industry
17 standard for pricing of square foot for construction and other information to come up with the
18 value. So every year we will need to start with the Marshal and Swift tables then adjust after for
19 sales

20
21 Reviewed permits for August

22
23 Reviewed August deeds

24
25 The Board signed the chapter land applications that had been received since the last meeting.

26
27 The Board approved and signed the corrected locally assessed utility cover letter for the DOR.
28 The Assistant will email it to the state tomorrow.

29
30 Reviewed plans from the Planning Board to split a property located on the southerly side of
31 Mendon St and South St. The plans will be held until they are recorded with the registry of
32 deeds then the changes will be made in the system and forwarded to the mapping company.

33
34 Reviewed an email from Patrick Davidson regarding an owner unknown parcel on High St that
35 he feels he may have been able to identify the owner. Teresa or Glenn will look into this further
36 to see if it is the correct owner of record so we add the names to the lot.

37
38 The Assistant requested to attend a WCAA meeting on Oct. 9 on supplemental billing & omitted
39 & revised assessments and one on Oct. 17 by MAAO for the next steps for Assessors with the
40 GIS program. The Board agreed they would be good workshops to attend. Assessor Fowler will
41 also attend the GIS meeting with the Assistant.

42

43 A request was made to have the Board meet with Northeast Revaluation to go over the Marshal
44 and Swift process and where we stand with certification. The Board agreed they will meet
45 whenever it is good for Northeast. The Assistant will contact Dan Lane and Pat Bromely to see
46 what dates work for them.

47
48 The Board reviewed the Accountants report through the end of August no discrepancy were
49 found

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51 Meeting was adjourned @ 8:00 p.m.

52
53 Respectfully Submitted,

54
55
56 Tracey Tardy, Department Coordinator