

**BOARD OF
ASSESSORS
MEETING
MINUTES**

June 11, 2014

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

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

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

3
4 Attendees: Chairman Glenn Fowler, Charles Marsden, Teresa Ambrosino and Tracey Tardy
5

6 The Board met with Pat Bromley and Dan Lane from Northeast Revaluation Corp. to review the
7 timing for the interim valuation for FY2015. Their Goal is to have our values updated, Growth
8 done and recap info to us by the end of September and be able to get certified by November to
9 follow the new state guidelines. They already have people in the field working on permits and
10 they will begin entering the data in the next week or so. Mrs. Bromely stated that she has retired
11 and they will be sending a new person up to work with Mr. Lane. Chairman Fowler requested
12 information as to what new things the state is looking for this year and what to expect for our
13 next revaluation. Mr. Lane said the new guidelines are on the Mass.gov website and a new check
14 list can be downloaded...Also in gateway is the working plan worksheet that will need to be
15 filled in by the Board next year. The DOR will have a new tracking system in place for all
16 paperwork and everything will need to be emailed and in excel for them to review or it will hold
17 up the proceedings. The DOR representative will contact the towns a year before the town enters
18 into the triennial certification in order to start the process early, advice the towns of any new
19 reports required and introduce themselves if they are a new representative to the town.
20

21 The Board approved meeting minutes from May 28, 2014 with a change to line 17 to add the
22 word will between he and collect.

23
24 Approved vouchers
25

26 Approved motor vehicle abatement applications and certificates
27

28 The Board reviewed a letter from Steven Kramer ESQ. requesting a copy of the letter sent to the
29 state for the Samreen Villa Condominium Trust regarding a request to abate a parcel that should
30 have been part of the condo main land. The Board agreed unanimously that the document would
31 be considered a public document and will be sent to the attorney.
32

33 2 abutter's lists were certified one for 125 Main St. and one for 93 Crockett Rd.
34

35 Reviewed May Deeds
36

37 Reviewed May permits
38

39 Reviewed sales report from the Warren Group
40

41 Reviewed the proposed 2014 equalized valuations from the state
42

43 Discussed where the office stood with the owner unknown project. Assessor Marsden said the
44 money that was voted on at the town meeting is to be used in FY2015 and we believe the
45 Accountant will be setting up a new account for that. The Dept. Coordinator will check with the
46 Accountant to see if it was 5 or 6K that was voted on and the account number to be used for the
47 project. Chairman Fowler is reviewing the work collected by Assessor Ambrosino and Dept.
48 Coordinator before it is sent out to CAI for help in deciding if the parcels are indeed owner
49 unknown.

50

51 Chairman Fowler wrote the 1st draft for the proposed Principal Assessors position. The
52 remaining Board members reviewed it and made edits to the draft.

53

54 The Board signed the monthly list for motor vehicle abatements for the Collector and Accountant

55

56 Two motor vehicle commitments were signed 2014-20 & 2014-03

57

58 Application for Authority to abate local taxes and charges form was filled out and signed to send
59 to the state for permission to abate parcel 007-X001 which was placed on the tax roll in error
60 during the conversion to the patriot system. The parcel was reactivated in error.

61

62 Two personal property bills were abated per request from the Collector stating he is unable to
63 collect the funds.

64

65 One chapter land application was denied for 85 Mechanic St. as the property does not have
66 enough acreage per state law once the house parcel is taken from it.

67

68 The Department Coordinator let the Board know what vacation days she has planned so far for
69 the summer. So far the following days have been scheduled June 19, July 7 & 24 possibly the
70 10th and August 18, 21 & 25. She will be attending a week long session of school for the job at
71 UMASS Amherst Aug 4-8.

72

73 The next scheduled meeting will be on June 25, 2014.

74

75 The meeting was adjourned @ 7:47 p.m.

76

77 Respectfully Submitted,

78

79

80 Tracey Tardy, Department Coordinator