

**BOARD OF  
ASSESSORS  
MEETING  
MINUTES**

**October 8, 2014**

Town Hall, 1 Main St., Upton, MA 01568

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

1 The meeting, located at 1 Main St Upton MA, ground floor conference room, was called to order  
2 @ 6:30 p.m.

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

6 The Board approved the meeting minutes from 9/24/14 with a change to line 43 to remove the  
7 letter t typed in error.  
8

9 Mail was reviewed  
10

11 Vouchers were approved  
12

13 Motor vehicle abatement applications and certificates were approved  
14

15 September deeds were reviewed  
16

17 Chapter land applications that have been received were approved and letters of  
18 acknowledgement were signed to be mailed.  
19

20 The Board signed the final copies that had been approved by the state of the LA4 Assessment  
21 classification report and LA13 Growth report for fiscal year 2015.  
22

23 Warren group sales report was reviewed  
24

25 Vadar systems form was reviewed and will be sent to the company for the FY2015 actual tax  
26 bills to be processed once the tax rate is set.  
27

28 A class is being offered by Middlesex County for Telecommunications and open ATB cases.  
29 Upton has many outstanding cases and Chairman Fowler and the Department Coordinator will  
30 attend the session to find out what can be done and what the towns should be doing to better  
31 prepare.  
32

33 Per last meetings discussion a request for information was sent by MCI to the Assessors for  
34 Discovery from FY2004-2015. Chairman Fowler drafted a letter in response to the request and it  
35 will be mailed to the Attorneys office and the Town Manager will be copied. The valuations that  
36 the Town uses are supplied by MCI to the State and those are the values used by the Assessor's  
37 office.  
38

39 A demo on the time tracking system that Chairman Fowler created for the Board to track hours  
40 and projects was given to the Board member's to show how it will track what is being worked  
41 on.  
42

43 A discussion took place about the Owner Unknown parcels that are being worked on and Charlie  
44 Marsden and Teresa Ambosino wanted to know why after pulling all the info for CAI  
45 Technologies to work on it had not been sent out to them. Chairman Fowler feels that CAI Tech.  
46 will not do the due diligence that the state wants as they will not go to probate and do the  
47 research they will recheck the deeds and maps to be sure all is correct but not go to probate to see  
48 if they could find the new owners.

49

50 The next meeting will be scheduled for October 22, 2014

51

52 The meeting was adjourned @ 7:46 p.m.

53

54 Respectfully Submitted,

55

56 Tracey Tardy, Department Coordinator