

**BOARD OF
ASSESSORS
MEETING
MINUTES**

August 26, 2015

Town Hall 1 Main St., Upton, MA 01568

**Chairman James Earl, Assessor Kelly McElreath, Department
Coordinator, Tracey Tardy**

1 The meeting, located at 1 Main St Upton MA, Ground floor conference room, was called to order by
2 Chairman Earl @ 4:05 p.m.

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4 Attendees: Assessor James Earl, Assessor Kelly McElreath and Department Coordinator Tracey Tardy

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6 Motion was made by Assessor McElreath to accept the agenda with the addition of the discussion item for
7 the Solar Pilot program that the Assessors will be investigating. Second: by Chairman Earl, majority
8 vote by the Board.

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10 Motion to approve meeting minutes from August 12, 2015 by Assessor McElreath, Second: by Chairman
11 Earl, majority vote by the Board.

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13 Mail was reviewed and initialed by the Assessors

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15 Vouchers were approved

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17 Motor vehicle abatement applications and certificates were approved.

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19 July permits and deeds were passed over until next meeting as the Department Coordinator needed more
20 time to log all the information.

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22 A discussion took place about replacing the Deed check program that was lost when the public computer
23 crashed. This system was used to check land area that was in question when property was sold and the
24 area didn't match out maps and to help resolve land area issues. A motion was made by Assessor
25 McElreath to spend the \$200 to get the program and see how useful it will be to the office. After the one
26 year subscription is up it will be brought up for discussion again to see if it should be renewed. Second:
27 By Chairman Earl, majority vote by the Board

28
29 The Board discussed the information received by the Fire Chief to change the house number for Jane
30 Whitney's home located on Map 19 lot 23, formally Ms. Whitney wanted the house address to be 1
31 Russell Ct., The town never accepted Russell Ct as a road in town as it is a driveway. For emergency
32 purposes the Chief feels we should have the house listed as 4 Russell Ave. The Fire Chief will send an
33 email to Assessor McElreath stating this and a letter will be sent to Ms. Whitney to let her know the
34 findings of her request.

35
36 Discussion took place regarding the RFP process and what is needed. Assessor McElreath has requested
37 that the Coordinator contact WCAA to see if any of the members may have a word document that could
38 be used as a template. This discussion will be put back on the agenda for the next meeting if the
39 information is received.

40
41 Owner unknown parcels are still in the review process. A motion was made by Assessor McElreath to
42 put on hold until a meeting in November to see if the new deed check program can help us resolve some
43 of the issues.

44
45 Per the Town Managers request the Board had begun collecting data for a solar pilot that may take place
46 in Upton. The Coordinator has been collecting data from surrounding towns to help with the process. The

47 Board will review the data once received and help to come up with the appropriate value for the pilot.
48 The goal is to try and have this info placed on the warrant for the town to vote on in November.

49

50 The Board reviewed the plans for the parcel area changes to the Crosswinds project.

51

52 A motion was to allow Tracey Tardy to attend the Oct. 28th Conference/training session. Majority vote by
53 the Board

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55 Motion made by Assessor McElreath for Chairman Earl to attend training in Holyoke on Sept. 24th.
56 Second: Chairman Earl, majority vote by the Board.

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58 Next meeting will be scheduled for September 9, 2015

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60 The meeting was adjourned @ 4:55 p.m.

61

62 Respectfully Submitted,

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65 Tracey Tardy, Department Coordinator