

**BOARD OF
ASSESSORS
MEETING
MINUTES**

November 4, 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 @ 4:10 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. Second: by Chairman Earl, majority vote
7 by the Board.

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9 Motion to approve meeting minutes from October 14, 2015 by Assessor McElreath, Second: by Chairman
10 Earl, majority vote by the Board.

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12 Mail was reviewed and initialed by the Assessors

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14 Vouchers were approved

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16 Motor vehicle abatement applications and certificates were approved.

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18 A discussion took place regarding the RPF needed for the certification and interim years. Assessor
19 McElreath is working with the Town Manger to get that put out to the public. The due date needs to be
20 changed. Also the Town Manger would like to find out if the contact can be a year to year rather than a 3
21 year contract in case the town groups together with other towns to hire a company to cover a group of
22 towns at a lower rate. The Department Coordinator will contact the state and other Assessor's offices and
23 see how this would affect our standing with the states reviews etc...

24
25 The state owned land review was tabled until the Department Coordinator has time to review and collect
26 all the data collected.

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28 Deeds and permits were reviewed

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30 The legal notice was sent to the Board of Selectmen to post for the tax classification hearing. It is
31 scheduled for December 1, 2015 @ 6:05 p.m.

32
33 Email from CMRPC was reviewed as they would like to help us with our mapping. Assessor McElreath
34 suggested a conference call with Matt Frantz from CMRPC to be scheduled for Friday November 6 @ 10
35 a.m. with Mr. Frantz, the Department Coordinator and Assessor McElreath to see what they would like to
36 help us with. The Coordinator will schedule.

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38 The List of outstanding personal property, which was requested from the Collector's Office, was
39 reviewed. A motion was made by Assessor McElreath for her to write a letter to the Collector's Office to
40 see what has been done to try and collect the outstanding taxes. Second: by Chairman Earl, majority vote
41 by the Board.

42
43 The Board reviewed the chapter land application. All property in chapter 61A, agricultural/ horticultural
44 will be receiving a letter to make sure they meet all the qualifications to be in that chapter. If they do not
45 they will have the option to change over to chapter 61B which is open space/ recreational. Also the Trask

46 property has been placed in a trust and a new lien will need to be filed for that property in chapter per the
47 chapter rules. A letter will be sent to notify Mr. Trask of this change.

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49 The meeting was adjourned @ 4:50 p.m.

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51 Respectfully Submitted,

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54 Tracey Tardy, Department Coordinator