

**BOARD OF
ASSESSORS
MEETING
MINUTES**

November 18, 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 @ 4:07 p.m.

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4 Attendees: Assessor James Earl, Assessor Kelly McElreath and Department Coordinator Tracey Tardy
5

6 4:08p.m. the Board met with Ken Glowacki the Treasurer/Collector for the town regarding a memo about
7 personal property that is outstanding. Mr. Glowacki would prefer to not have a formal letter but asked for
8 the Board to speak with him in person for any issues concerning his office. The memo was asking for
9 info as to what the procedure is for unpaid personal property. Mr. Glowacki informed the Board that he
10 sends out demand notices and letters for the outstanding accounts. Two letters are sent per year. He is in
11 the process of checking with a new company regarding collections of the personal property and will let
12 the Board know what the outcome is once he has spoken with the collection company as to whether is
13 would be worth the towns money to pursue or it the fees are too high compared to the ratio of outstanding
14 dollars.
15

16 Motion was made by Assessor McElreath to accept the agenda. Second: by Chairman Earl, majority vote
17 by the Board.
18

19 Motion to approve meeting minutes from November 4, 2015 by Assessor McElreath, Second: by
20 Chairman Earl, majority vote by the Board.
21

22 Mail was reviewed and initialed by the Assessors
23

24 Vouchers were approved
25

26 Motor vehicle abatement applications and certificates were approved.
27

28 A discussion took place regarding the RPF needed for the certification and interim years. The legal notice
29 will be placed in the Milford Daily Newspaper on November 30, 2015 and the deadline for the RFP will
30 be December 15, 2015 @ 11:00 a.m. It will also be place on the website and on the Goods and Services
31 State website.
32

33 Deeds and permits were reviewed
34

35 The Department Coordinator discussed the conference call that took place with Matt Franz form CMAPC
36 regarding help with mapping and GIS. Mr. Franz will be helping the DPW and Assessing Departments
37 place layers on the Muni Mapper webpage put out by the state and with layers on the patriot system. This
38 project will be begin sometime in January.
39

40 A meeting will be posted for December 1, 2015 @ 5:30 for the Board members to review the RECAP
41 before the tax classification hearing with the Board of Selectmen.
42

43 State owned land forms have been tabled until further notice.
44

45 A motion was made by Assessor McElreath to accept the Vadar billing reports that had been prepared to
46 be sent to the next steps in the billing process.

47
48 Request was made by Assessor McElreath to have the overlay balances printed for the next meeting for
49 review.
50
51 The meeting was adjourned @ 5:01 p.m.
52
53 Respectfully Submitted,
54
55
56 Tracey Tardy, Department Coordinator