

Town of Washington  
Board of Assessors  
MINUTES  
January 7, 2010

Meeting called to order at 9:00.

Members: Lynn Cook, Arline France and Kathy Atkins

Minutes recorded by: Kathy Atkins

1.00 MINUTES: Minutes from December 30, 2009 were accepted as written.

**If you have any questions regarding property records, credits, or exemptions, we encourage you to call or visit our office during regular business hours on Thursdays between 9 AM – 2 PM, (603) 495-3074.**

2.00 COMMUNICATIONS RECEIVED:

1. 1/5/10 e-mail from Pam Bourassa. Ms. Bourassa did not receive requested property card via e-mail. Atkins e-mailed property card for TM 0-1 again.
2. 1/5/10 E-mail from Mr. and Mrs. Kluk of TM 12-70 asking for a response to their e-mail of 11/30/2009. Atkins to respond.
3. 1/6/10 check from Pam Bourassa of Commercial Property Tax Management for copy of property card for TM 0-1.
4. Message from Eric Hughes regarding taxes on TM 8-22. Atkins forwarded information to Tax Collector.
5. Copy of Current Use Map for TM 15-58 submitted from Peter Mellen.
6. E-mail from property owner requesting meeting with assessor to review tax bill and exemption options. Cook spoke with property owner and explained options for Elderly Exemptions and Elderly and Disabled Tax Deferrals. Cook reviewed information on property card for house and land values. Cook will conduct a site inspection of property in the immediate future.
7. E-mail from Nan Schwartz regarding definition of “living area” of a property. Assessors to discuss and advise what definition to use.
8. Property Transfer Survey for TM 12-55 reviewed and filed.
9. Invoice from Registry of Deeds forwarded to Executive Administrator.

3.00 BUSINESS MEETING:

1. 1/5/10 Mr. Burgess from TM 14-33 called regarding Data Verification Notice that he received. Atkins verified current data over the phone with Mr. Burgess who will get in touch with the Assessor’s office in the Spring for an Interior Inspection.
2. 1/6/10 Property Transfers updated and filed.
3. Atkins e-mailed property card for TM15-110 to Paula Clemente per her request. France faxed copy of deed regarding TM5 15-110.
4. Peter Mellen requested septic plan information on TM11-47 and 11-48. Atkins and France assisted.
5. PA-34 Inventory of Property Transfer forms from the DRA reviewed and filed.

6. Property Transfer Surveys sent to new owners.
7. Fiduciary Deed of Easement dated 2/4/09 for TM 15-79 from TM 11-11 updated and filed.
8. Land Use Change Tax form for TM 22-5 signed and forwarded to Tax Collector.
9. Application for Current Use for TM 22-5 and TM 22-5-2 signed and sent to Registry of Deeds.
10. Representative from the Census Bureau requested copies of property cards TM 14-322 and TM 11-18.
11. France to send letter informing property owners of TM 11-49 of discrepancy between related deeds concerning and annexation versus separate tracts of land.
12. Cook spoke with Public Service regarding bank owned property TM 24-8.
13. Atkins entered new Data Verification photos into Avitar system.