

Town of Washington
Board of Assessors
MINUTES
February 16, 2012

Meeting called to order at 9:00.

Members: Lynn Cook, Kathy Atkins and Arline France

Minutes recorded by: Kathy Atkins

1.00 MINUTES: Minutes from February 9, 2012 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 BUSINESS:

1. No messages.
2. June Manning requested copies of septic plans for TM11-071. Atkins assisted.
3. Received Property Transfer Survey from the new owners of TM17-002. Reviewed and filed.
4. Received PA-34 form for TM08-008. Reviewed and filed.
5. Cook assisted property owner from TM25-051 and 052 with merger information.
6. A request for lot merger letter along with a Notice of Lot Merger form and a copy of the most recent deed was sent to the owners of TM13-030.
7. The daughter of property owner of TM07-027 called regarding property assessment and taxes. Atkins told property owner we could perform an interior inspection to check quality of building next week. Property owner will get back to us with a good time to meet.
8. Property Transfers updated and filed.
9. Received mergers from the Registry of Deeds for TM12-187 & 12-046, TM14-058 & 14-057, TM07-042 & 07-045. Forwarded to the Executive Administrator.
10. Received PA-34 form for TM17-002. Reviewed and filed.
11. Approved and processed Notice of Intent to Cut OP#11-467-25.
12. E-mail from Bozena Trombly of Powers, Smith & Assoc., Inc. requesting copy of property card for TM14-350. Atkins e-mailed card.
13. Property owner of TM09-059 requested faxed copy of TM09-023. France assisted.
14. Susan Bedard requested copy of property card for TM07-027. France e-mailed card.
15. Property owner called asking when deadline for Abatement requests was. France told her they needed to be in no later than March 1, 2012.
16. France and Cook continued work on updating Tax Maps.
17. Appraisal company sent an e-mail requesting property card for TM07-059. France sent card.
18. Woman requested copy of property card for TM25-028. France also faxed copy of tax map to person.