



TOWN OF LUNENBURG  
BOARD OF ASSESSORS  
P.O. BOX 135  
LUNENBURG, MA. 01462

Minutes from the Board of Assessors meeting held: January 5, 2016

The meeting opened at 5:45 pm. Present: Chairman, Louis Franco, Board Members, Matt Papini, Sr., Richard Letarte, Associate Assessor Rebecca Boucher and Louise Paquette, Administrative Assistant.

BOA reviewed and approved December 8, 2015 minutes, current expense vouchers, abatements, warrants, commitments & payroll.

Louise presented 6 Statutory Exemption applications; BOA reviewed and approved all applications, totaling \$4,400.00.

Delinquent Chapter Application: The BOA discussed the failure of a return of a FY17 Chapter 61A application and supporting documentation (IRS 2014 Schedule F) on four parcels: Map 129, Parcel 1, Map 129, Parcels 6 & 7 and Map 132, Parcel 2. Louise stated that the application was mailed in August to be returned by October 1, 2015 as well as a reminder letter on September 16, 2015. In addition to the notices, Louise stated that multiple phone calls were made and the Associate Assessor also visited the property on November 18<sup>th</sup>. After a lengthy discussion, the Board voted to send a Certified Letter as a final notice allowing 10 business days to notify the office of their attentions concerning the classification of their land. Rebecca stated that she will comprise a final notice and the Board will review the letter before it will be mailed this week.

Louise reported that the BOA is in receipt of a letter dated December 9, 2015 and spreadsheet attachments from Treasurer/Collector, Myleen Mallari requesting the BOA to abate Personal Property Tax and Motor Vehicle Excise due to uncollectible taxes from 1997 to 2011. BOA reviewed the Personal Property spreadsheets and recommended that the accounts be reviewed to see if the businesses are currently active, and if so, those accounts should not be abated. Richard offered to review the accounts and create a spreadsheet to give us an actual amount of PP unpaid for each year. The Board discussed the overlay accounts and questioned how much unpaid taxes can be absorbed / abated. Rebecca stated that they have been communicating with Karen (Finance Officer) and Myleen regarding the overlay monies and to advise in the process to begin the abatement process with these uncollectable accounts. Myleen suggested that it would be best if we started the process of abating the first three older years of Personal Property accounts. Louise reported that Myleen plans on turning over the last three years of unpaid Personal Property accounts along with businesses that are still active to "Kelly & Ryan" who presently handle all uncollected motor vehicle excise tax. Louise explained that motor vehicle tax does not affect the overlay and that the Collector stated that these monies even once abated can still be collected as "miscellaneous receipts". BOA voted to abate MVE tax as directed by Tax Collector. The Board recommended that they would like more information regarding the PP accounts / overlay from Harald at the next meeting.

Rebecca spoke regarding the FY16 abatement application process. Rebecca presented the filing checklist and memo entitled: "How Do I File For Abatement"? (See attachment) She stated that this document and the application are available on the Assessor's webpage.

FY17 Proposed Budget: Louise reported that the proposed budget was received from the Town Manager ~~with~~ a target date of completion of January 8<sup>th</sup>. She explained that Harald has not been available to review *with*

the budget and the process of reviewing and making recommendations will need to be addressed as soon as possible. Louise spoke with Board about the target budget proposal and she requested five additional service hours for the Administrative Clerk's position; the position presently is 20 hours per week. Louise explained the great need for more support in the office due to significant growth in all areas. She explained that the daily workload has increased due to service demand, thus eliminating time to work on projects that has the potential to create more revenue. Areas of lost revenue were also discussed as a result of lack of personnel hours. After much discussion, analysis and deliberation, the BOA unanimously voted to report to the Town Manager their strong recommendation to increase the Administrative Clerk's hours. The Board stated that they would be available to address their recommendation and will assist in any way they can.

Commercial Property Inspections: Rebecca reported that she is making some progress regarding inspections of commercial properties. She stated out of the ten (10) letters she mailed, she has been able to inspect three (3). She is hopeful to hear back from the other commercial property owners.

The Board voted to meet next on Tuesday, February 9, 2016 at 5:45 pm.

Meeting adjourned at 7:30 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Louise Paquette".

Louise Paquette  
Administrative Assistant  
Office of the Board of Assessors