

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

Minutes from the Board of Assessors meeting held March 8, 2016

The meeting opened at 5:45 pm. Present: Board Members, Matt Papini, Sr., Richard Letarte, Associate Assessor, Rebecca Boucher and Louise Paquette, Administrative Assessor. Chairman, Louis Franco not present. *(Also in attendance for a short time were Donald & Barbara Shaw of 72 Leominster Rd., to speak on their application for RE abatement).*

Rich reviewed and approved February 9, 2016 minutes, and Board reviewed and approved current expense vouchers, abatements, warrants, commitments & payroll.

Mr. & Mrs. Shaw requested to speak to the BOA regarding the filing of the FY16 RE abatement application for their property located at 72 Leominster Rd. The Board reviewed the application, consulted with the property owners and advised the property owners that they would be receiving the Abatement Notification and Findings decision within the following week.

Rebecca presented seven (7) Real Estate abatement applications. Three (3) applications for properties located at 12 Alder Way, 516 New West Townsend Rd and 508 New West Townsend Rd were denied by the Board. Four (4) application abatements granted as follows:

Name and Address	Account ID	Personal Property	Real Estate	Total Abated
SHAW, JR., DONLAD & BARBARA 72 LEOMINSTER RD	071-070		\$1,255.63	\$1,255.63
BAYVIEW LOAN SERVICING LLC 841 NORTHFIELD RD	038-011		\$96.09	\$96.09
JELLYMAN, RICHARD 721 PEARL ST	123-032		\$62.75	\$62.75
AUBUCHON REALTY CO INC 65 MASS AVE	076-040		\$1,890.40	\$1,890.40

Total Granted: \$3,274.87 \$3,274.87

Board approved abatement of uncollectable / unpaid bills on MVE for years 2001 – 2002 as directed by Tax Collector as follows: *(additional abatements to follow within the next few months)*

2001 / 85 bills = \$4,634.37

2002 / 131 bills = \$9,300.22

The Board reviewed and voted to grant one (1) Statutory Exemption E2 Clause 41C Exemption application at \$750.00.

Louise reminded the Board that the Citizens Party Caucus will be held on March 14, 2016 at the Turkey Hill Middle School at 7 pm. Matt announced to the Board that he will not be seeking reelection for a three year term.

Commercial Properties: Rebecca reported that she is still making progress regarding inspections of commercial properties.

Rebecca reported that she is preparing a spreadsheet of Supplemental Billing for property owners whose properties undergoing significant real estate improvements in which the building value increased by at least 50% . She explained that they are subject to immediate taxation upon completion as indicated by the Certificate of Occupancy. A letter will be mailed to these taxpayers informing them that in compliance with the General Law Chapter 59, Section 2D, cities and towns must make supplemental pro-tax assessments on the value of certain improvements to real estate made after the June 30th assessment date for new construction. The supplemental bills will be calculated from the date of the occupancy permit to the end of the fiscal year (June 30, 2016) and explained that this in addition to the actual tax bill that was received for FY16.

Rebecca also reported that approximately 155 Income & Expense forms were mailed in February to those owning apartment, commercial and industrial properties. She explained that these forms reflect the rents, expenses and occupancy information provided by the property owner for calendar year 2015. Forms must be returned by April 1, 2016. (see attached letter)

Louise reported that she will be preparing commitment of (3) personal property bills that were omitted during the actual FY16 PP billing. She explained that these businesses are active and failed to report a Form of List.

Next meeting will be held on Tuesday, April 5, 2014, 2016 at 5:45 pm.

Meeting adjourned at 7:35 pm.

Respectfully Submitted,



Louise Paquette
Administrative Assessor
Office of the Board of Assessors

Town of Lunenburg

Office of the Board of Assessors

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Louis J. Franco, Chairman
Matthew J. Papini, Sr., Member
Richard H. Letarte, Member

Harald Scheid, Regional Assessor
Rebecca A. Boucher, Associate Assessor
Louise Paquette, Administrative Assessor
Sheila Craigen, Assessing Clerk

Dear Property Owner,

February 1, 2016

In order to establish fair assessments, the Assessors are requesting income and expense information used to determine the 'market' income and expense levels for income producing properties in Lunenburg. This information will become the basis for utilizing the income approach as one of the appraisal approaches to value.

Please complete the forms according to the following guidelines:

1. This request is for income and expense information for calendar year 2015 **relative to the operation of the real estate** and not the business or profession that occupies the real estate.
2. All income and expense information is protected from public disclosure per MGL Chapter 59 §52B and is treated by law as **confidential non-public information**.
3. When available, for your convenience, we have provided your previous data for you to review and make any and all necessary edits and updates to.
4. You may submit your own rental and expense schedule as an attachment as long as it contains all information requested. Please include your parcel ID on your form so we can properly identify the property.
5. If the property is "**owner occupied**", state so in the "Reported Rents" section *and fill out* the operating expense section.
6. All leases should be individually listed by tenant. Do not summarize the information.
7. Submit any other information such as building data, property condition, recent appraisal information, etc., that may be helpful in establishing a fair and equitable assessment of the property. Attach additional sheets if necessary.

We ask that you return this information within 60 days. Please be aware that this information is requested under MGL Chapter 59, Section 38D. Under this statute, Assessors are granted the authorization to request written return of information as may reasonably be required to determine the actual fair cash valuation of property. Failure of an owner or lessee of real property to comply with such request within sixty (60) days after it has been made by the board of assessors shall be automatic grounds for dismissal of a filing at the appellate tax board..." The law further states that failure to provide the requested information can result in a **penalty of \$50** for class one residential property or a **penalty of \$250** for class three commercial and class four industrial property, to be assessed for the next ensuing tax year.

WE APPRECIATE YOUR COOPERATION! PLEASE RETURN FORMS BY APRIL 1, 2016