

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



Minutes from the Board of Assessors meeting held June ^{h.p} 9, 2016

The meeting opened at 5:45 pm. Present: Chairman, Louis Franco; Board Member, Richard Letarte., Newly Elected Member, Rena Swezey, Regional Assessor, Harald Scheid, Associate Assessor, Rebecca Boucher and Louise Paquette, Administrative Assessor.

Board reviewed and approved current expense vouchers, abatements, warrants, commitments, payroll and May 3, 2016 minutes.

Reorganization: Rena Swezey was elected on May 21st to serve on the Board of Assessors for three years. Rich motioned that Lou continue to serve as Chairman of the Board and was seconded by Rena. Lou thanked the Board members for their support and agreed to continue serving in this capacity.

Omitted and Revised Assessment Report For FY16:
Personal Property Omitted - \$1,762.94
Real Estate Roll-Back Tax - \$6,712.97

Rebecca presented the remaining two FY17 3 ABC (Charitable exemptions) applications; applications that were tabled at the April meeting. After review of the completed and signed applications, the Board voted to approve:

- North County Land Trust, Inc. – 548 Northfields Rd – Granted – New for FY17
- Lancaster Land Trust – (Conservation Education) 0 Rear Kaleva Rd. – Granted

Louise reported that the billing process for the FY17 preliminary bills went well and the estimated date of mailing is June 28th. She reported that the town is no longer contracted with billing company Billtrust and the new vendor is Globe Direct. She explained that the Tax Collector has been very satisfied so far with their services. The Board reviewed and approved the FY17 Preliminary Commitment:

TOTAL PROPERTIES: 5,035
TOTAL RE PRELIM TAX: \$ 12,143,957.24

Louise reported last years' "prelims" for FY16 Preliminary RE bills committed were 5002 bills totaling \$11,636,049.93.

Louise stated that the Regional Assessors 3 year contract for Assessment Services ends on June 30, 2016. She reported that Kerry LaFleur, Town Manager, requested that she work directly with the BOA to outline the Scope of Work in the Request for Proposal, to make sure that it is inclusive of all the tasks that need to be accomplished by the contract Assessor. She stated that once the BOA approves RFP, she will review it, update and then issue it. Louise stated that she has received some input and recommendations from individuals on the Board and some revisions and items were added to the Scope of Service from the 2013 RFP. The Board reviewed the draft, discussed the items in the Scope of Services, and unanimously voted to accept the proposed RFP. Louise will provide a copy to Kerry and send it electronically for review.

Preliminary Statistics / Sales Ratio:

Rebecca stated that she has been working on calendar year 2015 sales to assessment ratios. Her

analysis included a total of 129 valid single family home arms-length sales (up from last year- 91 valid sales in 2014) and sales indicate a 4% increase in values will be necessary overall to achieve a sale of assessment median ratio of .95. As in previous years, land in neighborhoods near water showed lower assessment to sale ratio's than properties in less desirable neighborhoods. She noted that there were 15 condo sales, 8 vacant land sales and very few multi-unit sales. Rebecca and Harald reported that sales have not yet been reviewed on the commercial and industrial classes.

Open Discussion: Rich spoke on personal property accounts and presented recommendations in procedures for personal property tax administration. He suggested that the department have an immediate direct approach to new business owners and perhaps a "tickler" file could be set up to help track new businesses and procedures. He stated business owners need be more accountable in reporting their assets connected with their business. He suggested that an "Introduction Letter" be composed and a "Form of List" form be mailed to each new business owner within ninety days of filing the Business Certificate and to also include businesses newly discovered by the office. He suggested language in this letter should include "wording" to inform the property owner that an automatic estimated assessment will occur if the Form of List is not returned within thirty days. Louise stated that many new business owners do not understand what the Annual Form of List is, nor do they understand what is required of them. She stated it may be beneficial to perform an initial on-site inspection as procedure. The Board expressed support of his suggestions and will review it again at a later date.

Board voted to meet on Tuesday, July 12th at 5:45 pm. Meeting adjourned at 7:07 pm.

Respectfully Submitted,



Louise Paquette

Administrative Assessor

Office of the Board of Assessors