



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

Minutes from the Board of Assessors meeting held: December 10, 2013

The meeting opened at 6:00 pm. Present: Chairman, Louis Franco, Board Members, Christopher Comeau & Matt Papini, Sr., Regional Assessor Harald Scheid, and Louise Paquette, Administrative Assistant.

Board reviewed and approved November 5, 2013 minutes, current expense vouchers, abatements, warrants, commitments & payroll.

Louise presented (3) Statutory Exemption applications to the Board for review. After reviewing all the applications, the Board approved all the applications for exemptions. The total exemptions approved in addition to the tax amounts already approved for (3) V22D exemptions total \$9,227.33. Louise reported that the total exemption amount to date is \$96,965.33 which includes the tax work-off program exemptions. Last year at this time the total for FY13 was \$98,922.85.

Harald presented one "new" Chapter 61 / 61A Forest Land / Forest Management Plan to the Board for review and approval. Presently the property (4 parcels) located at 285 E Goodrich St., 992 Lancaster Ave., 1168 Lancaster Ave & 991 Lancaster Ave. have been classified under 61 A (Agriculture). The Board voted to grant the Chapter 61 / 61A application. The property will be classified as Forest Land commencing January 1, 2014 for fiscal year beginning July 1, 2014. Harald provided (3) land tax lien releases which had been recorded in 1974, 1975 & 1976. In addition to the lien release tax forms, a new recording for Chapter 61 A Tax Lien was drafted correcting the owner's name. The Classified Chapter 61 Forest Land Tax Lien was reviewed and the BOA signed and the document was notarized. Louise will follow up with collecting the fees and recording the document.

Harald reported on the two Chapter 61A applications that were in question at the last meeting; Lunenburg Realty LLC, 35 Leominster Rd & Central MA Garden Center, Inc., 621 Chase Rd.

Harald stated that he has been communicating with Central Mass Garden Center, Inc. and he will make arrangements in the spring to do an on-site inspection. In regards to 35 Leominster Rd., Harald reported that he had sent a letter to Lunenburg Realty LLC on 12/3/2013 requesting more supporting documentation regarding the income produced from the raising of agricultural or horticultural products. In addition, he requested the following: a copy of the land lease to Stephen Parker; a statement from the Lessee's tax return showing farm income derived from the growing of agricultural products and a copy of the Lessee's tax return showing the income derived from the growing of agricultural products. The letter requested that the info be provided by today's date. Louise reported the office did not receive a response from J. Robert Connor. After a long discussion the Board voted to deny the application if sufficient documentation is not received by December 31, 2013.

Louise reported that the Actual FY14 RE & PP will be mailed on 12/26/2013. The committed amount for real-estate is \$19,747,418.40 and \$538,702.65 for personal property. The tax rate for FY 2014 is \$17.99 per thousand. Harald requested that the Board vote whether or not they grant authorization for him to input data in Gateway. The Board unanimously granted permission.

Louise reported that the 6th commitment in Motor Vehicle billing was prepared and mailed on 11/29/2013 in the amount of \$22,716.18.

Harald reported that the overlay approved for FY 14 is \$145,256.60.

Louise reported that approximately 550 residential questionnaires were mailed recently. Dale Erskine from RRG has begun the periodic inspections and property owners were notified.

Louise informed the Board that Cartographic Associates, doing business as CAI Technologies, has submitted the contract for approval. Harald explained to the Board that this company has procurement vendor status with the state; which means the State designates this vendor on a state approved list. The contract states the cost is \$2400.00 which includes three (3) each reduced size replacement prints, one (1) full size, color Composite map as well as one (1) complete set of PDF map files. The Board reviewed and voted to accept the contract. Louise will mail back the signed contract. Harald suggested that David contact Tim Fountain at CAI regarding the mapping of the properties at Emerald Place. It was noted that these are not available on-line under the GIS mapping of the town.

Louise reminded the Board that a Special Town Meeting is scheduled on Tuesday, January 7, 2014 at 7:00 p.m. at Lunenburg High School. Snow date is scheduled for January 9, 2014. A debt exclusion vote for the proposed Lunenburg Middle/High School will be held on Saturday, January 11, 2014. The polls are open from 7:00 a.m. to 5:00 p.m. at the Thomas C. Passios Building.

Harald reported that Karen Brochu, Accountant notified several departments that the payments made to the "Seniors" who participate in the tax work-off program are being processed incorrectly. According to the IRS, any resident who participates in the program must be treated as an employee of the Town and issued a W-2 at year end. Any monies earned are subject to federal tax, Medicare tax and Obra retirement. It would then be the net pay that is credited to the tax bill. The result for a tax exemption of \$750.00 would be approximately \$67.00 in tax due. Karen instructed that all residents who participate in the upcoming tax work-off program come and see Payroll Director, Nancy Forest so that the proper paperwork can be completed. When all work is completed and the amounts earned have been calculated the participant will need to send that information to Nancy as well so it can be processed as part of payroll. As soon as the net amounts are calculated a report will be forwarded to the assessor's office with the net amounts to be adjusted on each participant's tax bill.

Harald reported that his company, "RRG", has hired two fairly "new" colleagues that will be doing a vacancy survey beginning in January to identify properties that are vacate in commercial / industrial properties. This report will facilitate what businesses are active in Town, review the commercial assessments and hopefully aid in economic development. The Board expressed much interest in the project and hope that increased values of assessments are identified.

Louise spoke with the Board requesting that the meetings start at 5:30 pm at least for the winter months. The Board unanimously agreed and will review the scheduled meeting time in a few months.

Meeting adjourned at 7:25 pm.

Respectfully Submitted,



Louise Paquette
Administrative Assistant
Office of the Board of Assessors