

**BOARD OF ASSESSORS' MINUTES
COMMUNITY ROOM – POLICE STATION
MONDAY – MARCH 29, 2004**

Assessors Present: James J. O'Connell, Scott C. Bush and Jonathan L. Fein
Also Present: Assistant Assessor Robert P. Leclair

Assessors' Chairman O'Connell called the meeting to order at about 8:30 a.m.

Acceptance of Minutes

The minutes of the March 16, 2004 meeting were accepted as presented.

Public Comment/Correspondence

No one asked to speak at this meeting.

Correspondence/Mail

MAAO Newsletter for March 2004 was distributed. The mailings have finally been straightened out. Everyone is receiving the mailings and two Assessors are having all correspondence sent to their homes.

Excise

The March 2004 *Monthly List of Abatements, Motor Vehicle and Trailer Excise* has already been signed for the month.

Measure and List

The Board reviewed and signed the "standard" contract for services. There was a brief discussion on how the data entry should be handled. Chairman O'Connell believes that the contractor should be responsible for the data entry and the entire Board agreed with him. Bob was questioned about whether or not any savings realized from the staff doing the data entry could be used to retain hours or prevent cuts to staff. Bob explained that his understanding in talking with the town accountant that any savings from a warrant article must first go to the general fund; it cannot be targeted for salaries or use by a particular department.

Town Meeting/Warrant Articles

As a result of awarding the Measure and List contract to a vendor that is doing the data entry, Bob informed the town administrator that the warrant article the Assessors submitted for data entry is no longer necessary. The article was written as a "safety net" in case staff was reduced and the vendor chosen was unable to do the data entry aspect of the measure and list.

Misc.

- Owner of 124 Barrington Road complained to Chairman O'Connell because he received a cover letter and form requesting income data. All income producing properties received the same form, however, this person felt like he was being singled out. Copies of the cover letter and income and expense form were distributed to the Board.
- Bob indicated that he will be on vacation the week of April 19, 2004 and would like the next meeting to take place after that date. He will also be out of the office the following Wednesday and Thursday attending a VISION user's group.

Abatement Applications And/Or Appellate Tax Board (ATB)

The spreadsheet of abatement applications and decisions was distributed. Two abatements have not been voted on as the owners have indicated that they will call the office for an appointment. The Assessors discussed the situation and will wait to vote on these two applications. Or, if we do not hear from these individuals, the Board will allow the applications to be deemed denied.

Adjournment

The meeting was adjourned at about 9:10 p.m.

**Next Meeting: – Monday, May 3, 2004 8:30 a.m.
Community Room of the Police Station**

Respectfully Submitted,

Robert P. Leclair, CMA, RMA, MAA
Assistant Assessor