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

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Minutes from the Board of Assessors meeting held: January 11, 2011

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

Board reviewed and approved current expense vouchers, abatements, warrants & minutes.

Louise reported that the bills have been mailed for the Actual FY 11 RE & PP. The committed amount for Real Estate is \$17,551,928.72 and Personal Property is \$454,884.48. Louise also reported that there were 4 omitted Real Estate bills totaling an additional \$55,628.79. The commitment and warrant for these omitted bills were also reviewed and signed. An Omitted & Revised Assessment Report will need to be submitted for this Fiscal 2011 year no later than June 20th.

Applications are now available for abatements. Louise stated that she has not received many inquiries compared to former years. The abatement filing deadline is Tuesday, Feb. 1, 2011. Harald informed the Board that David has created a question & answer sheet called "Things to Consider before Applying for a Real Estate Abatement" which is available in the office and is available along with the applications on the Town's website.

One Elderly 41 C exemption and two Veteran exemptions were reviewed and approved totaling \$1,550.00. The Board re-reviewed an application from an applicant who e-mailed Louise contesting the denial of his exemption. The Board voted to uphold their previous decision unless the applicant can provide the necessary supporting documentation as requested. Louise reported that the applicants (*jointly owned*) are aware of the of the Boards' request.

Two applications (*one former applicant & one new applicant*) for Clause 41A Tax Deferrals (*Financial Hardship / Elderly Persons*) were reviewed and approved upon. Louise will submit the Statement of Entry into Tax Deferral and Recovery Agreement (*State Tax Form 97-2/99-2*) to the Registry of Deeds for recording.

A proposed Memorandum of the FY12 Assessors' Budget was received on December 30, 2010. Harald reported that he & Louise have reviewed the budget and stated that a meeting has been set up with Kerry on the 24th. The budget proposal comes in at about a 3.3% increase over last year (*due to salary & CAMA membership increases*).

Harald spoke about the GIS (*Global Informational System*) software that will become available to the public soon. It will be installed and maintained by Cartographic Associates, Inc. Louise stated that the contract was signed on December 16, 2010. She reported that she along with David and Nancy Strom (ITT) met with "Cartographics" to see a demonstration of

the software program. This mapping tool uses relational database technology to integrate data and has the capability to access many sources of information from within one program. Harald spoke to the Board how efficiently it can generate an abutters list, create property and topography maps and is capable of many other functions. A training session will be offered to all departments once it is up and running.

Louise informed the Board that renovations have been started in the Town Hall (*monies were approved at the Special Town Meeting held in December*). It appears that the plan shows the Assessors' Office to remain where it is, however, the plan shows that the area will be enlarged due to the change in the infrastructure of the bathrooms and taking down the wall. We will gain another few feet of space. Louise stated that she was told that we probably will be the last office renovated.

Louise informed the Board that the Courses 101 will be offered in the spring in Natick beginning April 7th through May 12th. Matt & Lou stated that they are interested in attending this program. Louise informed them that there is possibly some money available for mileage. Registration will open in late February with the DOR.

Assessors' Notice regarding Taxation of Personal Property was signed by the Board tonight and Louise will post notice in three places in Town.

Next meeting is slated for Tuesday, February 1st at 6:00 pm.

Meeting adjourned at 7:00 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Louise Paquette". The signature is written in black ink and is positioned above the typed name and title.

Louise Paquette
Administrative Assistant
To the Board of Assessors