

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

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LUNENBURG TOWN
CLERK OFFICE

Minutes from the Board of Assessors meeting held: June 5, 2012

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

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

Chairman Election: A motion was made by Matt and seconded by Lou to appoint Chris as Chairman of the Board. Chris accepted the position and thanked them for their support.

Lou Franco spoke regarding Article 20 as follows:

"To see if the Town will vote to accept Chapter 59, Section 5, Clause 54 of the General Laws of Massachusetts establishing a minimum fair cash value of \$2,500.00 for the personal property accounts to be taxed, or pass any vote or votes in relation thereto."

He stated that the Article passed and he spoke on the article at Town Meeting on May 5th. He felt that the article may have been tabled but once he spoke a vote was taken and unanimously passed.

Louise gave a brief update on the status of the FY13 preliminary billing. Spoke of the Munis training session she recently attended on May 21st along with Acting Tax Collector, Laura Williams. She stated that the training was geared towards the next version of Munis 9.1 which is tentatively scheduled to be installed this summer. Also spoke regarding bill provider, **Billtrust**, formerly Mark Altman Associates, Inc. Reported that we are undergoing changes in the bill process setup and the Collectors Office is handling the revisions. Louise stated that she was requested by Laura to sit-in on a web training program presented by Billtrust. Louise plans to have the process completed and the bills turned over to the Collectors' Office by June 15th.

Harald gave an update regarding the Personal Property Assessment project. He reported that the Town Manager is in receipt of his proposal agreement and as Procurement Officer she will be getting bids. He stated that has not heard from her.

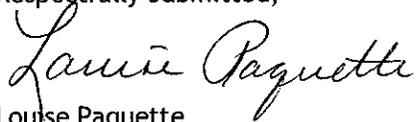
Harald reported that the office is in receipt of a certified letter from The Institute of Professional Practice, Inc. dated May 17, 2012 appealing the decision of denial on the ABC application for 67 West St. Terrace. In the letter, they stated that despite the short period of vacancy due to the particular needs of the residents they continue to operate as a 501 (c) (3) non-profit corporation and request an extension of the property tax exemption that was previously granted. The Board discussed the letter and reviewed the DOR's fact sheet, **Taxpayers Guide to Local Property Exemptions** and the qualification date guidelines. It states that exempt status for real estate is determined as of July 1, which is the beginning of the municipal fiscal year. After discussion, the Board voted to review the property again as of July 1st to see if the property is still vacant.

Louise stated that the Board Members will need to come in for signatures prior to the end of the month for the Prelim FY13 Commitment & Warrant and other docs that may require a signature.

Chris suggested that we do not schedule a meeting for July 3rd. The Board voted to schedule a tentative date of July 10th at 6pm. Louise stated that she will be on vacation but will post the meeting before she leaves.

Meeting adjourned at 7:03 pm.

Respectfully Submitted,



Louise Paquette
Administrative Assistant
To the Board of Assessors

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