



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: March 4, 2014

The meeting opened at 5:30 pm. Present: Chairman, Louis Franco, Board Member, Matt Papini, Sr., Regional Assessor, Harald Scheid and Louise Paquette, Administrative Assistant. Board Member, Christopher Comeau not present.

Board reviewed and approved current expense vouchers, abatements, warrants, commitments & payroll. Chairman, Lou Franco reviewed and approved February 4, 2014 minutes; Christopher Comeau will need to review the minutes at the next meeting.

Matthew Allison attended the meeting to speak on behalf of his Mother, Constance Allison's FY14 abatement application regarding her property located at 305 Flat Hill Rd. The Chapter 61A property classification on 19.04 acres was not granted by the BOA on 12/4/12 for FY14 due to lack of supporting documentation in regards to farm income. Mr. Allison spoke in regards to the 2011 income requirements. He explained that the property was in fact actively hayed as in the past, however, there was no income received that year from the "lessee". Therefore, no receipts could be provided. He explained that his mother actually took a loss of \$500 plus and stated that they have since acquired the services of another farmer to hay the fields. He also stated that the FY 14 application was filed timely and that the property has been under Chapter classification since the early 80's. Harald reported that he had communicated with Mrs. Allison several times via phone and mail explaining the requirements needed to maintain classification for Chapter 61A. The BOA spoke at length and after reviewing all findings, they voted to grant the abatement application. Harald will send a notification letter and stated that he will remind the property owner that all future applications will need to include the requested farm income.

Harald reported that the office received a letter on January 27, 2014 from the owner of property located at 35 Leominster Road. The property owner whose application was denied classification under Chapter 61A on January 7, 2014, is requesting that the BOA reconsider their decision. Along with the letter, the property owner attached a copy of his amended 2012 income tax return for income derived from farming. (Forms 1065 U.S. Return of Partnership Income & Schedule F, Profit or Loss From Farming). After reviewing all documentation submitted within the 30 day appeal process, the Board agreed to rescind their original vote and voted to grant Chapter 61A classification on 15.6 acres for FY 15 assessment. Harald will send notification of their decision and will remind the applicant that he must include "supports" for farm income along with future applications.

Louise presented (2) 41C Statutory Exemption applications to the Board for review. After reviewing the applications, the Board approved one application and one application was denied. The Board determined that the amount of personal estate assets declared on the application as of **July 1, 2013** exceeded the allowable amount of \$46,600 under sole ownership. Louise will notify the applicants of their decisions.

Harald presented nine **Real Estate** abatement applications along with supporting documentation. Following Harald's presentation of each individual property, the Board discussed and reviewed the findings from the various inspections. They voted to grant abatements on seven properties totaling \$5,048.21. One application was denied and one application submitted did not require a vote due to being

filed for purposes of clarifying ownership.

**Denied:**

131 Leominster Shirley Road - Map 146 / Parcel 3 - Padula, Michael L., Trustee

**Real Estate Abatements Granted:**

Map / Lot	Location	Owner	Amount Granted
109-008	293 Reservoir Rd	Tobin, Thomas & Carolyn	\$618.86
107-019	31 Longwood Dr.	Reinbold, Norman III & Lori	\$221.28
084-041	23 Cortland Circle	Whitaker, Robert & Mary	\$755.58
005-059	106 Beal St	Lindberg, Linda	\$406.57
087-001	305 Flat Hill Rd	Allison, Constance	\$2,005.89
097-028	30 Rennie St	Town of Lunenburg Conservation Commission	\$791.77
120-017	108 Goodrich St.	Miller, Scott & Colleen	\$681.82
<b>Total Abatements:</b>			<b>\$5,048.26</b>

Harald presented one application seeking **Personal Property** abatement. The application for abatement for a business was denied. The Board confirmed the rendered value submitted by the company to be the actual value committed.

**Personal Property Denied:**

Minnesota Regis Corporation – d.b.a. Cost Cutters Family Hair 62213 - 301 Mass Ave.

Louise reported that 23 omitted FY14 Personal Property bills were committed in the amount of \$16,806.21 and mailed on February 27, 2014. These bills were erroneously "marked as exempt" or the account data was omitted from review during the Personal Property audit project conducted by the Regional Resource Group.

Louise informed the Board that the MVE bill for the 1<sup>st</sup> Commitment and 7th commitment for 2013 were mailed on February 24, 2014. The 1<sup>st</sup> Commitment for 2014 includes 10,733 invoices totaling \$1,073,843.75. The 7<sup>th</sup> commitment for 2013 includes 296 invoices totaling \$7,215.15.

Louise reminded the Board that the Citizens Party Caucus will be held on March 17, 2014 at the Turkey Hill Middle School at 7 pm. Louis Franco announced to the Board that he will be seeking reelection for a three year term.

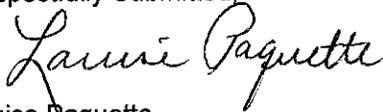
Harald reported that he has been requested by the Payroll Director to review and make recommendations regarding the departments' job descriptions which have not been reviewed in several years for positions held in the office. Louise also stated that she has been approached by Nancy as well, however, has not been able to fully address her request as of yet. Harald stated that he received a job description for Administrative Assessing Assistant and Principal Assessing Clerk. Harald stated that he would like to see a change in the title classification for Louise's position. He stated that the Administrative Assistant's position in all the towns he services is classified as "Administrative Assessor". He stated that this classification / title would more accurately reflect the job duties and responsibilities performed in this position. He stated that this position requires a high level of independence and the position warrants one to be responsible for the day to day management of the office. He also discovered that there were some functions / duties omitted from the current job description which Louise provides in this position. Louise stated that she would like some time to gather more information, advising the BOA that job position classifications are under Union Contract and the title Administrative Assessor is at a higher grade level

than where she currently is. She stated that there are procedures in place that will need to be followed in order to request reclassification of job title. The BOA requested that they review the job descriptions and offered assistance and support that would enable Harald's recommendation. They agreed to continue the discussion at the next meeting and Louise will have documentation available to the BOA for review.

Next meeting will be held on Tuesday, April 1, 2014, 2014 at 5:30 pm.

Meeting adjourned at 7:40 pm.

Respectfully Submitted,

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

Louise Raquette  
Administrative Assistant  
Office of the Board of Assessors