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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 8, 2010

The meeting opened at 5:30 pm. Present: Chris Comeau - Chairman, Matthew Papini, Sr. - Newly Elected Board Member, Harald Scheid, Regional Assessor, and Louise Paquette- Administrative Assessing Assistant.

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

Harald, Chris and Louise welcomed newest Member, Matt Papini, Sr. to the Board. Matt was elected on May 8th for a term of three years and was sworn in by Town Clerk on June 8, 2010. Matt requested a general overview of the position and was informed that he is required to complete Course 101: Assessment Administration Law, Procedures, Valuation as soon as possible or at least within 2 years. Louise will research when and where this course will be offered. Harald explained to Matt that the Board is bound by law governing the decisions the Board makes. Harald presented an overview of the responsibilities of an Assessor. He expressed that the utmost importance is the compatibility of the Board and stated that the Board has always shown mutual respect for each other by maintaining a "peaceful" exchange of ideas and opinions.

Louise informed Matt every year at this time the Chairman of the Board needs to be appointed and that a motion is needed by a Board Member. Matt proceeded to motion Chris Comeau as Chairman of the Board and Chris accepted. Also discussed was the need to fill the seat of Former Member, Ernie Sund. Ernie was recently elected to the Board of Selectmen. Louise informed the Board that we are in receipt of an application via the Talent Bank Form. Louis J. Franco of 250 Arbor St. has expressed a desire to serve on the Board. Harald will be in touch with him to answer any questions he may have. Louise informed the Board that Mr. Franco is on the agenda this evening to meet with the Board of Selectmen. The appointment, which is for one year only, will be determined by the Board of Selectmen and the Board of Assessors. Louise will contact him to invite him to next months' meeting.

Louise informed the Board the FY 11 Preliminary billing is underway. She stated that the Treasurer/Collector, Jeffrey Ugalde has been a great support to her in this billing process.

A meeting has been scheduled for a presentation of the Vadar System software for Tuesday, July 20th, at 10 am. David has contacted CEO Frank Natale and has received a proposal. Kerry Speidel and Jeff Ugalde have reviewed the proposal as well. Louise will contact the staff that presently uses Munis to inform them of the meeting. Chris stated that he is in support of the "idea" to make the switch to Vadar and will go along with whatever "we" decide.

Discussed contract renewals: Kerry assured the Board that the Proposal for Bids will be ready for next week. Harald will be submitting a Proposal. Kerry plans to meet with the Board at the next meeting. The Board reiterated that they wish to keep RRG in place along with the contract with Ashby.

Discussion regarding Emerald Place and Tri-Town project: another site visit to be planned soon. Both projects are moving quickly. Matt expressed an interest in observing an inspection. He will try to coordinate that with David.

Louise informed the Board that she along with Sheila attended the Worcester County Assessors Association Clerk's Workshop which was held on May 26th at Wachusett Country Club. The first topic covered was: "The Ins and Outs of the Registry of Deeds; presented by Anthony Vigliotti, Register of the Worcester County Registry of Deeds. The second topic covered was: "Registry of Motor Vehicles Customer Service Initiatives"; presented by Registrar, Rachel Kaprielian. Louise stated that these workshops are very informative and finds that meeting other Administrative Assessing Assistants is very beneficial.

Discussion regarding the date for the next meeting: Chris suggested that we meet on Tuesday, the 13th instead of July 6th. All in agreement: next meeting will be held on Tuesday, July 13th at 5:30 pm.

Meeting adjourned at 6:25 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 printed name and title.

Louise Paquette
Administrative Assessing Assistant