



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

Minutes from the Board of Assessors meeting held: January 14, 2020

The meeting opened at 4:45 pm. In attendance were: Chairman, Richard Letarte, Board Members, Louis Franco and Rena Swezey, Regional Assessor Harald Scheid, Associate Assessor Joshua Gendron, and Louise Paquette, Administrative Assessor.

**FY21 Chapter Applications:**

(1) Representatives from **North Leominster Road & Gun Club** (David Bean, President & Jim Bisson, Vice-President) were in attendance to appeal the December 23, 2019 decision of the BOA to deny the continuance of Chapter 61B for FY2021. Louise reported that the FY21 application was filed on December 30<sup>th</sup>, along with a signed *Property Owner's Acknowledgement of Rights and Obligations under Classified Recreational Land Program*. Mr. Bean explained that the application was lost and the organization has been working diligently to reorganize the Club since the "passing" of the last President. They made the request that the Board allow them to continue to be classified under the Recreational Land Tax Program. Mr. Letarte informed them that there were many attempts to reach them prior to the October 1<sup>st</sup> deadline. They assured the Board that their tardiness will not happen again and informed the Board that they have a new Treasurer, (Debra Tehro) who they will speak with regarding the responsibility of mailing the annual application before October 1<sup>st</sup>. After much deliberation, and review of the application, the Board voted unanimously to reinstate Chapter 61B designation for FY 2021.

(2) 390 Goodrich St. – BOA followed up on application from Chisholm, William & Tarkey Chisholm, Kim due to a correspondence from the owner. The BOA had denied the application on 12/23/19 due to lack of supporting documentation of income. Louise stated that a letter was received postmarked Dec. 30, 2019 after the certified denial was mailed on Dec. 23, 2019. The letter contained "handwritten" year 2019 income for hay sales, not for 2018 income which is required along with the FY21 application. The Board voted to maintain their decision, however, Harald suggested that a letter be drafted to property owner requesting that they may file a letter of appeal on the Boards' decision and they could request to set up a time to meet with the Board during a regular meeting. The Board was in agreement and Louise will notify the Chapter Specialist to follow up with a letter to the property owner.

**Statutory Applications:** Three (3) for exemptions were reviewed and granted by the BOA in the amount of \$5,770.60.

**FY 20 Abatement Applications:** Louise reported that the office is in receipt of five (5) applications to date and Monday, Feb 3<sup>rd</sup> is the final day to accept abatement applications. FY 20 RE & PP abatement applications will be accepted by mail postmarked on or before Feb. 3, 2020.

**FY 21 Budget:** Louise reported that Karen Brochu, Financial Director is working along with her to submit the Assessors' proposed budget to the Town Manager.

**PC Upgrade:** IT Director has notified the office that it is of utmost importance that the PC's are upgraded in the office. We were told that the pc's are still operating under Windows 7 and they need to replace all three(3) pc's to Windows 10 as soon as possible due to lack of support and threat of viruses. The work is pending due to the CAMA system and how it will merge with Windows 10. This work is pending; the IT Department will need to communicate with (Masst) IT specialist to find out about the configurations needed to run CAMA and the new iasWorld software. Meanwhile, Josh explained that we have yet to roll over FY2020 data into State CAMA FY2021. So at this time all data changes except for ownership cannot be entered.

**ASSESSOR REPORTS:**

**Data Base Inspections / New Software Assessment Program; iasWorld:** Joshua explained that he has been working diligently on data cleanup reviewing State CAMA records verses iasWorld records in preparation for the State Desk Top review by the Bureau of Local Assessment. At this time, he determined that there are 800+ properties with differences in the sketches and also other corrections in other areas that will need to be adjusted. He explained that it is a huge undertaking and does not think we will make the timeline completion date that the State anticipates for the project to be completed. They are looking at the end of February. At this time, the office was instructed to complete dual entry of all data until BLA approval. This process is very stressful and also frustrating due to lack of time and the amount of interruptions in this busy office.

**Building Inspection Reports / Cyclical Inspections:** Harald reiterated that building inspections will be conducted under a "team" of Inspectors which are currently in the planning stage. He explained that cyclical inspections are "on-hold" due to the desktop review; stating "a sizable effort to handle in the new conversion".

Board voted to meet on February 11, 2020 at 5:00pm.

Board voted to adjourn the regular meeting at 5:55 pm and immediately went into Executive Session. The BOA at the opening of the 4:15 pm Executive meeting, voted to adjourn and resume the session after the regular meeting.

Respectfully Submitted,



Louise Paquette  
Administrative Assessor  
Office of the Board of Assessor

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**MAR 18 2020**

**LUNENBURG TOWN  
CLERK OFFICE**