

# Board of Assessors Meeting Minutes 01-29-2013

## TOWN OF NEWBURY Board of Assessors Meeting Minutes

January 29, 2013

The meeting was opened at 6:05 p.m.

Present: P. Murphy, S. Wechsler, C. Keville and G. Thompson  
Chairman: B. Kelley

### Old Business

Budd addressed the following items:

- \* The betterment numbers were submitted to Tracy as requested.
- \* Growth estimate of 75% of last year was submitted as requested by Tracy
- \* Ellen Jamison is working as the Admin. Assistant to Tracy. She comes with a myriad of experience and is doing jobs for our office. Carrie is pleased with what has already been accomplished.
- \* Return tax bill envelopes – Budd explained the process. A discussion took place to clarify the extent of the research to be expected. Peter requested this subject not be discussed any further.
- \* Patriot's overall contract was discussed. Budd motioned to have a one year contract and Peter seconded the motion. It is expected to go to bid next year for a three year period.

A discussion was had regarding the oceanfront properties and the most recent erosion issues on Plum Island. The land and buildings have been adjusted for the past two years. The board noted that before any action is taken the Town Administrator, Town Attorney, Conservation Agent and Building Code Enforcement Officer will be consulted.

### Normal Business:

- Minutes – The minutes for January 15, 2013 were read and accepted with one correction.
- Monthly Abatements – The December monthly exemptions were requested to be split into the third and fourth quarter by the treasurer. The forms were signed. Noted: Ginny disagreed with this process. The abatements for January were reviewed and signed.
- Monthly Manager's Meeting update - held 3<sup>rd</sup> Wednesday of each months. Next meeting to be held at the Library on February 20, 2013.
- ATB – Ginny informed the board that she is working with the Massachusetts Assessors Association Organization (MAAO) Legislative Committee to clear away any remaining telecommunications company's outstanding Appellate Tax Board (ATB) cases.
- RE & PP Abatements – The board was informed that 17 abatement applications have been submitted.
- Budget - The board reviewed the budget prepared by Carrie. The additional funding

requested is to accommodate the disclosure cost for the FY2014 revaluation.

Peter asked, "why the expenditure report showed Ginny as titled by her name as well as blank vendor?" Angel, Town Accountant was asked to join the meeting and give an explanation. She told the board that Ginny was formerly paid through payroll and was changed to 1099 status.

Carrie asked the board to list programmatic goals and objectives that our department hopes to accomplish during FY2014, as requested.

Timely completion of the FY2014 Revaluation was the first goal set for FY2014.

Peter brought up supplemental billing. Ginny informed the board that the MAAO's Legislative Committee is to file legislation this year to change the law to be 50% of the building value not the total value. This law change would allow for improved ability of towns to increase their revenue based on occupancy permits. As the law stands with the 50% of the total value the revenue is not necessarily realized.

Budd suggested raising fees to meet the goal of finding ways to increase revenue. A discussion followed. Peter was against any increase. No motion was made.

Investigating revenue enhancing activities will be put on the list as a goal for FY2014.

Budd motioned to recommend the Selectmen to place an article on the Spring Town Meeting warrant that would increase the Senior Work Off Program income from \$750.00 to \$1,000.00. Sandy seconded the motion. Carrie will find the article.

To add a request for an electronic filing system upgrade. \$1,000.00 to be added.

The board asked when the budget was due. Carrie informed them that January 31<sup>st</sup> was the submittal date. Budd motioned to submit the budget with the addition of the electronic file system. Sandy seconded the motion. All were in favor.

- Office work - Budd asked if there was a calendar that states the tasks required on a regular basis. Carrie informed the board that the Department of Revenue has a list of necessary tasks on their monthly newsletter, City and Town. Budd suggested that as well as utilizing this helpful tool that getting back on track with the Workflow Master Worksheet given by Ginny would be helpful.

A reminder was given to the board that Tom Dawley, DOR will be here for a meeting at 9:30 a.m. on February 13<sup>th</sup>.

Budd reminded everyone to get their Conflict of Interest on line training completed and submit their certificates to the town clerk. Instructions were given to aid in the printing of the certificate.

#### New Business:

PILOT suggestion – The Olga way pumping station and the water chlorification building on the right before the Plum Island bridge was discussed as being owned by the City of Newburyport.

After discussion of the feasibility to negotiate a PILOT program Budd motioned to have the board look at any and all taxable equipment and submit this paperwork to be filed with the PILOT Committee folder.

At 6:47 p.m. Peter motioned to adjourn the meeting. Sandy seconded the motion. All were in favor.

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F. "Budd" Kelley, Chairman

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Sanford Wechsler

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E. Peter Murphy

