

Board of Assessor Meeting Minutes 02-05-2013

TOWN OF NEWBURY Board of Assessors Meeting Minutes

February 5, 2013

The meeting was opened at 6:00 p.m.

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

Tracy Blais, Town Administrator joined the meeting.

She asked the board to consider raising the abutter list fees to \$15.00 from \$5.00. After a brief discussion, this topic was held to a future meeting. Peter stated his position against the proposed cost increase.

Tracy informed the board that a taxpayer came to her concerned about her valuation increase. She believed she was the only property in her area to receive this increase. Carrie explained that this taxpayer had come to the assessor's office and asked for a copy of the property record card. A card was printed and given. The taxpayer did state that they believed the property was unfairly increased. Carrie said the taxpayer said they knew that there was a pending application for abatement so no explanation was given.

Budd told Tracy that there were 41 abatement applications and this one will be reviewed by the board and a determination will be made at a future meeting.

Tracy provided the board with an investigation into an error occurring on Livingston Lane where the single family house was assessed to the wrong lot. After discussion, which included talk of inconsistencies and asking for a consensus, she stated she wanted to fix the problem not place blame. She asked that the appropriate action be taken by the board. Budd made a motion to make the corrections on the building and permits as noted in a report emailed and dated 2/4/2013 from Carrie. Peter seconded the motion. All were in favor.

A stack of retuned tax bills were given to the collector and, thereafter, the town administrator. A statement was made that there were notes on them assumed to be Carrie's. Carrie confirmed that these notes were made by her. One in particular personal property was discussed for 67 Newburyport Tpke. Noted on the envelope was that the taxpayer was deceased. Tracy asked why, if this fact was known, was there no action taken. Carrie printed the personal property card and told everyone that the account had been closed for the third quarter due to the owner's demise in August of 2011. Ginny said that the right action had been taken. Tracy asked if the account had been closed last week. Carrie said no and added that the closure had to occur before the actual billing. Carrie retrieved a copy of the warrant and paperwork showing this closed account as well as others. It was asked if this paperwork was given to the treasurer and accountant. Yes, was the response given. The date closed was on or before December 12, 2012. Tracy asked why there was a third quarter bill issued. Billing statements were reviewed. It was speculated that the interest may be causing the billing.

Normal Business:

- Minutes – The minutes for the meeting held January 29, 2013 was read and accepted.
- RE & PP Abatements – Abatement #31 for 8 Livingston Lane. See above. Peter asked Carrie to correct the abatement spreadsheet formulas and print the entire worksheet for future review.

Budget – On January 31, 2013 the budget was submitted.

- Office work - As voted at the January 29, 2013 meeting the board asked Carrie to submit to Tracy the law that allows the increase of income for the Senior Work Off Program and the Department of Revenue opinion for the vote to go to town meeting. Carrie will create a recommendation to be submitted to the board next week.
- Mail – Nationalgrid, Massachusetts Electric Company and Essex Gas Company has requested an extension to file their Form of List until May 1, 2013. Budd motioned to grant the extension. Peter seconded the motion. The motion carried.

New Business:

Ginny reported to the board that she met with Tom Dawley, Representative Department of Revenue. Our certification date has been set for August 27, 2013.

A work plan, completed by Mark Harrell at Patriot Properties, is slated for submittal on Wednesday February 6, 2013.

An inspection manual, specific to Newbury will be developed.

The Patriot contract was discussed. A one year extension of the existing contract was proposed. Budd motioned to accept the extension. Peter seconded. All were in favor.

Ginny asked Carrie if the following forms had been mailed: 3 ABC, Form of List and Income and Expense. Income and Expense were the only forms that had not been mailed. Carrie was asked to prioritize this mailing to prepare for certification.

At 6:59 p.m. Budd motioned to adjourn the meeting. Peter seconded the motion. All were in favor.

F. "Budd" Kelley, Chairman

E. Peter Murphy