February 25, 2019

Minutes of meeting of February 25, 2019. Meeting was called to order at 9:07 a.m. Present at meeting were Mr. Kevin Taugher, Ms. Lynn Masson, Mr. Thomas Reidy and Mrs. Melissa Couture Rimbold.

Ms. Masson made a motion to accept the minutes from the meeting of January 14, 2019 as written. Mr. Reidy seconded the motion. Motion passes 3-0.

Mr. Taugher asked Mrs. Couture Rimbold how her PowerPoint class was. Mrs. Couture Rimbold stated that it was excellent. It is not always about how to use the software but the tips and tricks to utilize the software for your specific needs. She is looking forward to utilizing these new skills in the near future.

Mrs. Couture Rimbold informed the board that there are no bills payable for approval.

Mrs. Couture Rimbold informed the board that there are no warrants for signature.

Old Business:
Mrs. Couture Rimbold presented the board with a listing of four (4) additional fiscal 2019 exemption applications that have been received. She reviewed the list with the board. Ms. Masson made a motion to approve four (4) exemptions totaling $1,775.00 for fiscal 2019 as presented. Motion seconded by Mr. Reidy. Motion passes 3-0. It was noted that to date 238 exemptions have been granted for fiscal 2019 totaling $139,746.88 and that the deadline to file is April 1.

Mrs. Couture Rimbold asked the board if they have reviewed the draft letter to the Town Administrator surrounding the open space discount. She also asked if they had any changes or edits. Mr. Reidy offered an edit. The board further discussed that there should be a heavy lead time on this if the Selectboard is adopting this to ensure our office is prepared at tax billing time to implement. Also, it was discussed that we would need third party support possibly up to $10,000. Mrs. Couture Rimbold stated she would incorporate this into the memo and submit it to Mr. Sullivan.

Mrs. Couture Rimbold reminded the board of her charge regarding the analysis of personal exemptions. Mrs. Couture Rimbold stated she has started working on a draft review. She estimates that she has approximately 20 hours into this and 8 pages of text. She stated there is a lot of information and local options and wants to ensure that all data surrounding this subject is captured. Mr. Taugher suggested that there should be charts with the approved and reimbursed amounts. Mrs. Couture Rimbold indicated she would be including this information. Mr. Taugher then stated we should also include the Veterans Services Budget expenditures as those are means tested needs of residents and what that cost vs. reimbursement is. Mrs. Couture Rimbold stated she would research and incorporate that information into the report. Lastly, she indicated that this will be worked on but somewhat in the background as there are matters currently with pressing deadlines. She is hopeful she will have more to report at the next meeting.

New Business:
Mrs. Couture Rimbold provided the board with the monthly abatement reports for January. She stated there are three [3] reports as follows:
- 2019 Real estate (including 1 lien), 235 transactions totaling the amount of $137,645.23
- 2019 boat excise, 9 transactions totaling the amount of $214.00
• 2018 motor vehicle excise, 16 transactions totaling the amount of $961.99
Ms. Masson made a motion to approve the monthly abatement reports for January as presented. Motion seconded by Mr. Reidy. Motion passes 3-0.

Mrs. Couture Rimbold informed the board that Town Administrator Sullivan has provided a memo of the Selectboard’s vote to make the Board of Assessors special municipal employees. She provided each member a hard copy and stated she will keep one on file.

Mrs. Couture Rimbold informed the board that she is in receipt of an extension request for a fiscal 2020 form of list from Farmer Brothers. She stated they have requested an extension from March 1 to April 1 and that she does not have any issue with this request. Ms. Masson made a motion to approve the request for extension for Farmer Brothers fiscal 2020 form of list as presented. Motion seconded by Mr. Reidy. Motion passes 3-0.

Associate Assessor report:
Mrs. Couture Rimbold stated she already provided an update on the PowerPoint for Government official’s class.

Mrs. Couture Rimbold reminded the board that the Vision software upgrade is scheduled for March 13 to March 27. No changes to the database will be made during this timeframe.

Mrs. Couture Rimbold provided the board with a copy of an IAAO Mass Chapter seminar coming up. She stated if anyone is interested in attending to let her know.

Mrs. Couture Rimbold provided the board with a copy of an MAAO Winter/Spring Conference coming up. She stated if anyone is interested in attending to let her know as she and Mrs. Cronin are interested in attending but all registrations are submitted simultaneously.

Mrs. Couture Rimbold informed the board that HHCAA will be holding Course 6 in late April/early May. She stated this is one course she has not been afforded an opportunity to take since its inception a few years ago. Dependent on schedule, she may attend as it is being held locally.

Mrs. Couture Rimbold informed the board that Town Meeting will be on Wednesday, May 8, 2019.

Meeting Schedule:
Mrs. Couture Rimbold stated the next regular meeting will be Monday, March 11, 2019 at 9:00 a.m.

Other Business:
None

Adjournment:
Mr. Reidy made a motion to adjourn. Motion seconded by Ms. Masson. Motion passes 3-0.

Meeting adjourned at 10:37 a.m.

Respectfully submitted,

Melissa L. Couture Rimbold
Associate Assessor
List of documents reviewed during meeting

Minutes
Exemption listing
Open Space Discount: draft memo
January monthly reports
Special Municipal Employee Memo
Form of List Extension Request
IAAO MA Chapter Seminar flyer
MAAO Winter Spring Conference

Associate Assessor files
Assistant to Associate Assessor files
Associate Assessor files
Report files [vault]
Minutes binder
Associate Assessor files
Associate Assessor files
Associate Assessor files