

Minutes for April 6, 2017 meeting of the Board of Assessors

Members present: Michael Curtin, Bill Cosel & Evelyn Robinson

Al Wilcox joined the meeting at 5:50

Meeting commenced: 5:05

Approval of minutes from previous meeting

Signed MV abatement 2016-7 for Lindsay Allen-Price for \$18.33

Signed MV abatement 2017-1 for Paul A Jorczak for \$92.81

Signed MV Warrant to Collector for 2016-60 for \$686.68

Signed MV Commitment Notice to Accountant for 2016-60 for \$686.68

Signed monthly list of MV abatements to Accountant for 2016 & 2017

Michael Curtin, Chair signed Ch61A Forest Certificates from December 2015 for Donald & Bridget Fawcett & Catha Grace Rambusch

Michael Curtin, Chair signed Ch61A Forest Certificates from December 2016 for John Donald, Trustee of the Alice Naylor Donald Nominee Realty Trust

New Business:

Berkshire County Assessors' Association Workshop/May 11, 2017/Greenock Country Club- All members will be attending

Door hangers have been printed to notify property owners of permit/cyclical inspections

Evelyn to send 2015 MV bills to Art Jones for re-commitment.

Discussion of possible charges for requested parcel data/assessed values/maps/mailling lists. No decision made.

Location of supporting paperwork relative to the Exempt status of Tyringham Volunteer Fire Company real property. Annual filing of 3ABC form (return of property held for charitable purposes)required by law. No paperwork filed since FY99. Evelyn to draft a letter to TVFC.

E-mail request for Map 406 Parcel 48 uncovered a discrepancy in several parcels. Parcel shapes completely different from 2014 maps to 2015 maps. Needs research & a call to CAI Technologies.

Report from Evelyn on past year clean-up & office work. Since the move to Town Hall all files are being purged. Using the Massachusetts Municipal Records Retention Manual as a guide, all paperwork that can be disposed of, with permission, is being put in boxes & a listing of these documents will be compiled when all the files have been looked through. Appropriate forms seeking permission for disposal will then be sent to the Supervisor of Records in Boston. Upon approval for destruction of obsolete records, all relative papers will be recycled. Currently there are 2 full Bankers' boxes of old records. Project on-going.

All Motor Vehicle Commitments filed. All MV Abatements/Warrants to Collector/Notices to Accountant & relative paperwork filed and organized in one place.

All 2016 & 2017 Deeds and Plans have been scanned to Documents in PK. Future project to scan previous years as time permits and to eventually spiral bind all Deeds. Future project to compare recorded plans to PK GIS.

All files of properties currently under Chapter 61/61A/61B are being looked through to ensure that pertinent paperwork is in order, such as Recorded Liens, Rights & Obligations Forms, Applications etc. Consequently, discrepancies are being discovered such as no liens recorded; Fawcett/Hochberger/Slater, incorrect Chapter codes used; Hochberger/Fernside Properties, and incorrect acreage valued as Chapter land; Fawcett/Hochberger. Letters to property owners about liens will be sent requesting checks for recording fee with an explanation. Chapter landowners whose values are changing for FY18 will also be sent letters of explanation. It may even be possible that a meeting with the property owners may be necessary. Project newly started.

Meeting adjourned 6:15