

**Town of Ashby**  
**Office of the Board of Assessors**  
**Minutes for the Meeting on May 4, 2011**

**Place of Meeting:** Town Hall

**Time of Meeting:** 7:30 P.M.

<b>Members Present:</b>	<input checked="" type="checkbox"/> Oliver Mutch	<b>Chairman</b>
	<input checked="" type="checkbox"/> Melissa Coyle	<b>Member</b>
	<input checked="" type="checkbox"/> Charles Perna	<b>Member</b>
	<input checked="" type="checkbox"/> Harald Scheid	<b>Regional Assessor</b>
	<input checked="" type="checkbox"/> Linda Couture	<b>Associate Assessor</b>
	<input checked="" type="checkbox"/> Lois Raymond	<b>Administrative Assistant</b>

1. Welcome and Introduce new Board Members  
Brief Overview of Procedures & Responsibilities

**Role of the Assessor**

*To value all real estate and personal property subject to taxation. Working with the Regional Assessor's and the State, Ashby strives to get their assessed values to the "full and fair cash value" as of January 1<sup>st</sup> preceding each fiscal year. No method can accurately predict what a property may sell for so the Board of Assessor's working with RRG strive to generate equitable assessments. To that end we maintain an accurate property database and refine valuation tables and formulas that yield both equitable and explainable assessments.*

**Abatements**

*All taxpayers have the right to file for an abatement of their taxes if they believe that their property has not been fairly valued. Applications for abatements are due on or before the due date for payment of the 3rd quarter bill (February 1, 2011). These abatement requests are reviewed by the Board of Assessors and accepted or denied.*

**Exemptions**

*The Assessor's office processes exemptions which release an individual from the requirement to pay all or a part of their property tax obligation. Exemptions are available to those individuals that meet the various requirements in the following categories:*

*Elderly*

*Blind*

*Minor children of police/firefighters killed in the line of duty*

*Disabled Veteran*

*Widows or Widowers*

*Orphaned Minor Children*

*Senior Work Off hours*

**Appeals**

*If a tax payer is not satisfied with the action taken by the Board of Assessors office regarding their request for abatement or exemption, they have the right to appeal to the State Appellate Tax Board. These cases would be reviewed and represented by the RRG group as part of their contract with Ashby.*

- a. Verify On-Going Meeting schedule

*The Board agreed to make their regularly scheduled meetings the first Wednesday of every month at 7:30 PM.*

2. Read and approved minutes of the April 6<sup>th</sup>,2011 meeting  
*Minutes were read and approved*
3. Review current budget balances
  - a. To –Date  
*All budget lines seem appropriate for the anticipated expenses  
Discussed the 3 year contract that we sign with RRG as part of a consortium originally including Townsend, Lunenburg and Ashby and now just Lunenburg and Ashby. Oliver sits on the board of the consortium as our representative.*
4. Board review and Approval of Warrants, MVE Abatements and Payables  
Documents to approve and sign:
  - a. MVE Abatement(s) – **April 0101** - *Approved and Signed*
  - b. Motor Vehicle Warrant(s) – **None**
  - c. Payables – **None**
5. Final Real Estate / Personal Property Abatements  
Documents to approve and sign:
  - a. Personal Property Abatement(s) – **None**
  - b. Real Estate Abatement(s) – Administrative - **May 0101** - *Approved and Signed*
  - c. Real Estate Exemption(s) – Senior Work Off - **April 0101** - *Approved and Signed*
  - d. Real Estate Warrant(s) – **Supplemental-** 012/011.0-0035-0004.0 -  
*- Approved and Signed*
6. Regional Assessor Update
  - a. State recertification year  
*-Every 3 years the Dept of Revenue certifies our values  
-This is a 6 – 8 week process  
-The state verifies our data, looks at a collection of sales in a certain window of time that they use to verify us against.  
-Harald and Linda will share the work that is going on with the state, which will include many reports over the summer as the recertification progresses*
7. General Discussion
  - a. Class 101 – *Watch for next offering*
  - b. Misc Communications -  
*Sign up to 'borrow' the Registry of Deeds Indices*
  - c. Other
  - d. **Next Meeting – June 1<sup>st</sup>, 2011 - 7:30 PM**
8. Adjournment  
*Adjourned at 8:05*

*Respectfully submitted,*

**Lois Raymond**

Administrative Assistant  
For the Board of Assessors

Signed this 1<sup>st</sup> day of June, 2011

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