

Middlefield Board of Assessors Working Meeting

Wed, Sept 13, 2017

Open Meeting

Board Members Present: Laura Lafreniere, Chair; Tamarin Laurel, Secretary

[also attending: Karen Tonelli, Howard Knickerbocker for part]

Minutes:

Work Meeting from 1-5:30pm. Ran various reports in IQ. Ran report where some fields had a percent figure. Board to review, fix or confirm before next meeting with Karen.

The Tax Rate Checklist has 3 sections for Assessors: New Growth (Real Estate; Utilities; Personal Property). Abatements. Adjustments. Discussed best practice for having excel file for notes about increases (New Growth), and decreases in town tax base. Clerk to enter new growth for utilities; changes in Form of List values; and note column D changes; prior to finalizing town value for FY18 tax rate.

Other values/ record cards reviewed.

Karen to supply example of post-sale questionnaire to send buyers and sellers. Also, said to see Minutes posted by Montague Assessors for a format of including document list for paperwork reviewed or approved at Open Meetings.

Review rules for changing Chapter Lien where new deed recorded.

Discussed methodology for handling Discontinuance of Roads. Several instances not up to date on Cartographics maps. Will need research to find road votes to send to CAI.

Meeting adjourned at 5:30pm

Respectfully submitted,

Tamarin Laurel