

**Town of Ashby**  
**Office of the Board of Assessors**  
**Minutes for the Meeting on October 13, 2010**

**Place of Meeting:** Town Hall

**Time of Meeting:** 6:00 P.M.

<b>Members Present:</b>	<input checked="" type="checkbox"/> Oliver Mutch	<b>Chairman</b>
	<input type="checkbox"/> Doug Cudmore	<b>Member</b>
	<input checked="" type="checkbox"/> John Vogt	<b>Member</b>
	<input checked="" type="checkbox"/> Harald Scheid	<b>Regional Assessor</b>
	<input checked="" type="checkbox"/> Lois Raymond	<b>Administrative Assistant</b>

1. Read and approved minutes of the September 22<sup>nd</sup>, 2010 meeting  
*Minutes were read and approved*
2. Review current budget balances
  - a. To –Date  
*All budget lines seem appropriate for the anticipated expenses*
3. Board review and Approval of Warrants, MVE Abatements and Payables  
Documents to approve and sign:
  - a. MVE Abatement(s) – **September 01** – *Approved and Signed*
  - b. Motor Vehicle Warrant(s) - **None**
  - c. Payables – **MAAO Dues** – *Approved and Signed*
4. Final Real Estate / Personal Property Abatements  
Documents to approve and sign:
  - a. Personal Property Abatement(s) - **None**
  - b. Real Estate Exemption(s) - **None**
  - c. Real Estate Warrant(s) - **None**
5. City of Fitchburg Land  
Review new pilot payment amount for Fitchburg  
*Reviewed spreadsheet and agreed to move forward with a Warrant for \$5,791.06 for Fitchburg's FY2011 payment due*  
*This is last year's assessment, plus the 2 new properties Fitchburg acquired in FY2010, times the standard 2.5% increase.*
6. Current Activities:
  - a. Personal Property  
Some large new growth numbers to review with Harald  
*Harald worked with Lois to identify the correct entries for these larger utility/communications entities.*
  - b. New Chapter Applications  
*On-going*
  - c. Exemptions  
*On-going*
7. Regional Assessor Contract  
*Finalized and signed by Lunenburg*
8. Assessor Updates  
*Harald provided the board with the following schedule for the Tax Rate setting this fall.*

Ashby Board of Assessors

Fiscal Year 2011 Tax Rate Setting Schedule

October 22, 2010 Capture and tabulate new growth revenues  
Finalize interim year 2011 revaluation and update of valuation tables  
Prepare final assessment-to-sale ratio statistics

October 29, 2010 Resolve pending value issues  
Complete database testing  
Prepare real estate and personal property billing files  
Prepare LA-4 valuation abstract and enter into DOR Gateway  
Prepare LA-3 sales report and upload into DOR Gateway  
Review LA-15 interim statistics report in DOR Gateway  
Enter LA-13 new growth report in DOR Gateway

November 5, 2010 Obtain new growth revenue certification  
Advertise for classification hearing

November 12, 2010 Enter recap and schedules into Gateway  
Prepare classification hearing documents

November 17, 2010 Classification hearing with Board of Selectmen

November 19, 2010 Submit all recap forms to DOR Bureau of Accounts

November 29, 2010 Obtain tax rate approval

9. General Discussion

- a. Cartographics – Did Harald get an update?  
*Harald will contact Franco at Cartographics*
- b. LaserJet 4 Printer – Appleseed Business Machines  
Estimate \$250 to fix – Could buy a refurbished for same price.  
*Lois will contact Appleseed for them to dispose of the printer and then will do research to find a replacement perhaps for next years budget.*

10. Adjournment

*Meeting was adjourned at 6:35 PM*

**Next Meeting November 10<sup>th</sup>**

*Respectfully submitted,*

***Lois Raymond***

Administrative Assistant  
For the Board of Assessors

Signed this 10<sup>th</sup> day of November, 2010

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