

Present: Michael Colaneri, Cynthia Mitchell, Bob Mone

Also present for all or part of the meeting: Kristina West, Principal Assessor, Jonathan Revere and Joan Ames

1. The Board moved, seconded and unanimously approved the meeting minutes of 1/15/2008 with minor grammatical corrections.

Voted: Mr. Colaneri – Yes, Mr. Mone – Yes, Mrs. Mitchell – Yes subject to corrections.

2. The following were signed:

Assessors Notice Personal Property

Abutters Lists

- Rome – Map 10 lot 17

- Rodegast & Cole – Map 31 lot 69.5

- Chaves – Map 30 lot 2.82

- Muggleston – map 37 lot 28

Motor Vehicle Abatements

- Cert #'s 02072008001 - 02072008053

3. The Board discussed the upcoming taxpayer informational session which will be held on Tuesday 2/12/2008 in the basement of the Howes House. The board discussed the type of handouts that they would like to make available to the taxpayers. Kristina stated that she would make copies of the handouts and have them available during the session.

4. The language contained in the RFP for revaluations was discussed. Kristina stated that Executive Secretary, Jen Rand had requested that the language be changed to allow the revaluation work to be done without the use of Vision Appraisal software. Allowing this use would only be acceptable if the revaluation company ensured that the data would be removed from and returned to Vision seamlessly and without disruption to the office or extra cost to the Town. The board agreed to change the language, but asked that the request to change the language be made in writing.

Vote: Mr. Colaneri – Yes, Mrs. Mitchell – Yes, Mr. Mone – Yes

5. The Board discussed how it would like to handle the Abatement applications that were received. It was agreed that Kristina would send out letters to those who had not completed their applications and include copies of their property record cards along with instructions on navigating the Vision Appraisal website.

The applications would be preliminarily reviewed by the Board and they would decide whether site visits were necessary and when meetings would be scheduled. Kristina stated that several people have asked who they are allowed to bring to the meeting. The Board stated that it is their discretion as to which meetings are held in open session and which are held in executive session and they will make that determination on a case by case basis.

Kristina asked about an application that was incorrectly mailed to the lock box in Woburn and received in the Assessors office after the deadline. The Board stated that the law is

very clear and leaves them no room for interpretation. The application must be received in the Assessors office by the deadline or postmarked by the deadline and correctly addressed to the Assessors office. In this case neither of these occurred and therefore the Boards hands are tied. Kristina mentioned that this particular application relates to a parcel of land that has been eroding and actually contains less acreage then what it states on the Assessors card. The Board stated that the citizens can bring in a survey showing the loss of land and their card will be adjusted going forward but that nothing can be done for this year.

6. Kristina presented the Warrant Article for 1/3 of the estimated cost of the 2011 revaluation. She stated that dividing the cost over several years, which has been the practice of the Assessors, is favorable to asking the Town to fund it all in one year. The Board reviewed the warrant article and approved it for submission.

Vote: Mr. Colaneri – Yes, Mrs. Mitchell – Yes, Mr. Mone – Yes.

7. Kristina noted that she has been in contact with Chris Seidel at the MV Commission in an effort to get more user friendly neighborhood maps. Chris will be working on producing an overview of the Town with all of the neighborhoods as well as maps with each individual neighborhood on them. If Chris is successful the maps should be in the Assessors office within the next couple of weeks. These will be provided at no cost to the Town.

8. The following recent sales were noted

671 Old County Road, 31/2, Campbell to Dusa, 12/31/2007, \$925,000, FY08  
assessed value = \$854,500. ASR = 92%

170 Vineyard Meadow Farms Road, 37/30, Novembre to Cassis, 1/10/2008,  
\$475,000, FY08 assessed value = \$380,800. ASR = 80%

105 Stoney Hill Road, 10/199.8, Adler to Jampel, 1/15/2008, \$700,0000, FY08  
assessed value = \$705,800. ASR = 101%.

6 Sumner Circle, 7/109, Allen/Cosby/Newman to Cosby/Newman, 1/11/2008,  
\$616,660, FY08 assessed value = \$860,400. Sale of a % of the property between  
owners.

57 Longview Road, 7/74, Duggan to Luckey, 1/24/2008, \$420,000, FY08  
assessed value = \$409,600. ASR = 98%.

The meeting was adjourned at 5:36 pm.