

**Minutes of Meeting
July 18, 2011**

Present:

Donlin Murray, Chairman
Robert Cutler, Member
Michael Olson, Member
Harald Scheid, Regional Assessor
Debbie Dreyer, Assistant to Assessor

Meeting Opened at 8:30AM

Review and Acceptance of Minutes

Bob Cutler made a motion to accept the minutes of the June 1st meeting, it was 2nd by Mike Olson, all in favor.

Signing of Payroll & Payables

Payroll & Payables were signed.

Review Supplemental Tax Letter

Under Massachusetts General Law Chapter 59, Section 2D towns may levy a supplemental tax on new construction from the date of occupancy to the end of the fiscal year. The Sterling Selectmen at one time voted to opt out of that provision. Harald presented the letter he was asked to compose to present to the BOS to have this provision reinstated. Bob moved to approve & sign the letter, 2nd by Mike, all in favor.

Review Contract for Personal Property Audit

Next year is a certification year. We need to identify all active businesses & verify the information they've submitted on their Form of List. Currently we have approximately 300 accounts. The main concern is new businesses never recorded – one resource is the certificates applied for at the Town Clerk's office – we can get a copy of that list, also driving around town to visually note possible new businesses. We'll probably pick up 50-70 new accounts.

Once this audit is complete, each succeeding year we can focus on certain segments & examine one-ninth of the accounts. Bob would like to discuss the finer points of the auditing process at a forthcoming meeting.

There was discussion – should this audit be advertised & put out to bid or use RRG's resources. A change order on the current RRG contract can be made as long as it doesn't exceed 25%. This service can be included when a new RRG contract is drawn up. Bob made a motion to approve the procurement of the RRG contract with the change order, 2nd by Mike, all in favor.

Review Property Inquiries by Debbie Sawyer

There were some small issues that Debbie wanted to clarify – Harald usually meets with her once a year to go over these. One property in question was a ½ acre parcel – it's a roadway that's still in their name. Another issue was personal property that was already marked as inactive. Harald will send a letter of explanation.

DCR Land Project Update

Project completed by Bob & Harald in 3 outings. They drove every road DOR has land on & verified the parcels.

Assessor Update

There are 2 upcoming ATB appeals. One we granted an abatement that the owner wasn't happy with, the other is for 3 parcels of vacant land.

Bob made a move to appoint Mike Olson as Chairman of the Board of Assessors to succeed Don Murray, 2nd by Don.

Bob moved to adjourn the meeting, 2nd by Mike, all in favor.

Meeting Adjourned at 9:18AM

Respectfully Submitted

Debbie Dreyer
Assistant to Assessor