

**Sterling Board of Assessors**  
**Room 109, Butterick Municipal Building, 1 Park St., Sterling MA 01564**  
**Minutes of Meeting December 17, 2018**

**Present:** Donlin Murray (Don), Chairman  
Richard Sheppard (Dick), Clerk  
Robert Cutler (Bob) Member  
David Manzello (David) Regional Assessor  
Debbie Dreyer (Debbie) Assistant to the Assessor

**Meeting Opened at 8:00am**

**Roll Call-** Sheppard present, Murray present - along with David & Debbie. Bob Cutler expected to attend.

**Approval of Agenda - MOTION:** Dick made a motion to approve the agenda, 2<sup>nd</sup> by Don, all in favor, aye.

**Payroll, Payables, any abatements, warrants signed.**

**NEW BUSINESS:**

**Approve previous meeting's minutes -MOTION:** Dick made a motion to approve the 10/29/2018 meeting minutes, 2<sup>nd</sup> by Bob, all in favor aye.

**Statutory Exemption list approved & signed. MOTION:** Dick made a motion to approve & sign the Statutory Exemption list, 2<sup>nd</sup> by Don.

**Uncollectible Personal Property Tax Review & approval:** \$12,986.86 in uncollectable Personal Property taxes going back to 2005 – virtually impossible to collect – they've either moved out of town or gone out of business.

**MOTION:** Dick made a motion to approve the uncollectable Personal Properties to be abated, 2<sup>nd</sup> by Bob, all in favor aye.

**Discuss employee performance review:** Review & discuss at our next meeting.

**Review Budget:** Further review at our next meeting.

**Chapter Review: MOTION:** Dick made a motion to approve the current Chapter applications, 2<sup>nd</sup> by Bob, all in favor aye. The Board would like a list of properties that have been removed from Chapter & the dates they were removed. David will provide that list.

**(RRG) Update:**

**Permit Inspector:** RRG will be taking over the permit inspections. David Hurlbut will be starting the periodic inspections in the next 2 weeks – letters have already gone out to inform the public. The billing file was sent over to the Collector/Treasurer's office 2 weeks ago. We'll be ready to send the tax bills out on the 27<sup>th</sup>, 28<sup>th</sup>.

**Future agenda items:** Budget, employee review, Vision. Next mtg 1/7/2019 @ 8:30am. Dick made a motion to adjourn the meeting @9:55am, 2<sup>nd</sup> by Bob, all in favor aye.

*Respectfully submitted by Debbie Dreyer Assistant to the Assessor*