

**Sterling Board of Assessors**  
**Room 109, Butterick Municipal Building, 1 Park St., Sterling MA 01564**  
**Minutes of Meeting December 15, 2017**

**Present:** Donlin Murray (Don), Chairman  
Richard Sheppard (Dick), Clerk  
Harald Scheid (Harald) Regional Assessor  
Becky Boucher (Becky), Associate Regional Assessor  
Debbie Dreyer (Debbie) Assistant to the Assessor

**Meeting Opened at 7:35am**

**Roll Call-** Sheppard present, Murray present - along with Becky, Debbie & Harald

**Approval of Agenda - MOTION:** Dick made a motion to accept 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 accept the amended previous meeting's minutes (11/20/2017) 2<sup>nd</sup> by Don, all in favor, aye.

**Approve & sign Statutory Exemption list** – Reviewed & approved the list of qualified applicants. There were 3 denials – 2 have sold their properties & moved, 1 had not even occupied the property this fiscal year. **MOTION:** Dick made a motion to approve the denials, 2<sup>nd</sup> by Don, all in favor, aye.

**OLD BUSINESS:**

**Permit Inspector** – This has been a vacant position for a while which needs to be addressed. Dave Hurlbut stepped in & covered some of the permits while doing the cyclical inspections. Question was raised as to what it would cost to add this service to RRG's contract – Harald has a "pricing model" that he will present to the Board that gives some insight as to how the numbers work. Harald is looking to develop a "back office operation" in the Leominster office – individuals trained to specialize in each field of assessing. The Board needs to meet soon to discuss Harald's contract since the budget will be due. Harald's contract is for FY19 & the FY18 spring permits still need to be done - we might need a reserve fund transfer to cover that.

**Contract Regional Assessor (RRG) Update**

Becky updated the Assessors' page on the Town's website & she also composed a letter about New Growth for Ross.

**Chapter Review:** Two of the remaining applications have completed their application requirements, one with their Schedule F & the other with an updated Forestry plan. The Board decided to deny a Chapter appeal regarding a previous Board denial for Map 28 Parcel 4. **MOTION:** Dick made a motion to deny the appeal, 2<sup>nd</sup> by Dick, all in favor, aye. One applicant was sent a letter saying they did not comply & never heard back from them. **MOTION:** Dick made a motion to deny for not retuning the necessary information requested for Map 90 Parcel 1, 2<sup>nd</sup> by Don, all in favor aye.

Harald announced to the Board that Becky was leaving RRG to take the position of Assessor for the Town of Boxboro. Becky said it was a difficult decision, but one she needed to make for the benefit of her family. Becky has done a tremendous job here in Sterling & will be greatly missed.

**Warrant & Commitment for the actual bill:** Warrant & Commitment signed

**Future agenda items:** Executive session to review Harald's contract, RRG re-organization & discuss budget, any R.E./P.P. abatements. Will contact Harald for next special mtg date – next Board mtg Mon 1/22/18. Dick made a motion to adjourn the meeting @9:10am, 2<sup>nd</sup> by Don, all in favor aye. *Respectfully submitted by Debbie Dreyer Assistant to the Assessor*