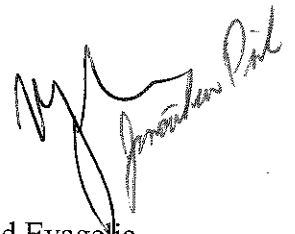


**Lakeville  
Board of Assessors Meeting  
September 28, 2017**



**1. Call to order:** 3:44 pm with Board Members John Olivieri, Jonathan Pink, and Evagelia Fabian, and Harald Scheid, principal assessor with RRG, present. Lakecam was NOT present.

**2. No Public Comment**

**3. A motion was made by Jonathan Pink and seconded by Evagelia Fabian to approve the minutes from:**

**January 26, 2017; July 27, 2017; and August 10, 2017.**

**Vote as follows: John Olivieri – Aye, Evagelia Fabian – Aye, Jonathan Pink – Aye. Minutes were approved unanimously.** E. Fabian stated that she has no other outstanding meeting minutes from during any time that the Assessor's office did not have a clerk and she was filling in and taking notes at the meetings. Going forward, minutes will be taken by Linda Pendergrace, Assessor's Clerk, unless she cannot attend a meeting.

**4. Invoices approved were:** RDM Software: \$1,125.00

**5. Other Documents Approved and signed:**

Malcolm Duff Deferral –FY2017

MVE Recommitment 2017-92

MVE Commitment 2017-05

MVE Abatement – September 2017

Exemption Denial Notice – A. Bowles

**6. RRG Updates:**

**a. Boat Excise Tax:** The Boat excise tax has been completed and mailed. Information packets will also be going out to taxpayers who want to update their records and/or to inform the Assessor's office that they do not own a boat anymore. Also, the next Boat excise tax will be intentionally delayed to make sure that the records will accurately reflect any changes that come in from the mailing and/or abatements made. According to H. Scheid, the anticipated date for sending the next boat tax will be towards the beginning of January 2018 which is still considered part of this fiscal year.

**b. Tax Rate Setting Schedule:** H. Scheid and T. Hassett, Town Accountant, will coordinate their schedules to work on the information needed to set the tax rate. The Tax Collector's office will be notified of the meeting date in case someone from that office can attend.

**c. H. Scheid will be meeting with Jennifer Sylvia, Certification Advisor, on the Revaluation on October 4, 2017 at which time it is expected that personal property valuation reports should be ready. At that time, H. Scheid will also turn in the Property Cards of all three Assessor's Board Members as it is customary to do so. H. Scheid is anticipating October 20, 2017 as a preliminary certification date.**

**d. H. Scheid has provided T. Hassett, Town Accountant, with a new real estate growth update that Mr. Hassett requested.**

**e. 40S Smart Growth Report:** Report was submitted approximately two weeks ago.

**f. Softrite Conversion still pending.**

**g. Office move back to Town Hall Building:** The plan for the move should be back from the consultants by October 2, 2017. All departments should have an opportunity to look at the plan and ask any questions.

**h. Inspection Protocol:** H. Scheid is working on a new property inspection protocol. The new protocol will include most, if not all of the following identification items that the inspector should carry and/or can give to the homeowner: 1. Use of the Assessor's Department vehicle that is marked with the Town's name and Assessor's Department on it; 2. A name badge for the property inspector; 3. Property Inspector to carry business cards with his/her name on them, job title and Assessor's office phone number along with the Town name and logo; 4. A "Lakeville/Assessor's office" imprinted "hang tag" that the inspector can leave on the door to let the homeowner know that an inspection was done or attempted with contact information for the Assessor's office. Other ideas discussed but not decided yet were to send a mailing two to three weeks ahead of an inspection so that the homeowners are aware that an inspection will be attempted. The Board will review and evaluate this new protocol at the next meeting after it is completed.

**i. Open Meeting Law Changes:** The state has changed some of the open meeting laws including future meeting postings so all board members are encouraged to review the new laws if they haven't already done so.

**j. Memo regarding Middleboro Gas & Electric Department liens was discussed.** These properties and amounts will need to be entered into our system.

**7. John Olivieri adjourned the meeting at 4:52 pm.**

**Respectfully Submitted by  
Evagelia Fabian – Board Member**