

Town of Groton – Board of Assessors

24 July 2017

Called to order: 7:00PM

Attendance:

Donald Black

Garrett Boles

Jenifer Evans

Jonathon Greeno

Signed:

Motor vehicle excise tax forms, May and June.

Old business:

No official feedback from the Town Manager or Board of Selectmen regarding the recommendation to post a single position for 35 hours for Assistant Assessor.

Cyclical inspections: Greeno contacted Vision Associates. They are under contract to perform 215 inspections for \$5900. Need to work with board to assure uniformity with between methods.

Received quote to get online database to reflect the same property cards as used by the assessor's office: ~\$800.

New Business:

It was recommended the Board schedule a meeting with Vision Associates to

- Get the actual equation for the assessed value that is inherent in their software
- Discuss the cyclical inspection.
- Define "grade" to assure uniformity between Vision and the Principal Assessor.
- Confirm the price includes data entry.


It was moved and seconded, and unanimously supported that the Board of Assessor's adopt the primary goal for the upcoming term:

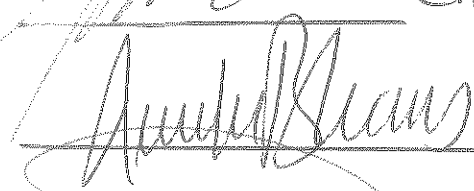
"The primary goal for this term is to develop a uniform and predictable methodology for assessing each home. Achieving this goal requires, and results in, the development of a handbook for the office that can be passed to all new employees, the development of a handout available for taxpayers wishing to fully understand the process, and an agreement, made in conjunction with Vision Associates, for establishing grade and other factors during the cyclical inspection."

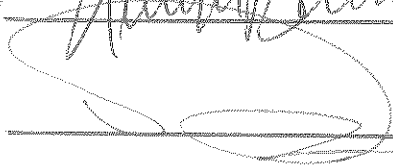
In conjunction with the cyclical inspection, the board would like to send letters in advance of Vision Associates inspections informing taxpayers of the statutes requiring the cyclical, an offer to schedule a visit, and a general statement letting them know people will be in the vicinity and knocking on doors. This letter needs to be drafted. Boles may have a sample from North Andover. Evans provided a sample from Burlington.

The board would like to develop a checklist to guide the assignment of grade. This will be a multi-step process. Donald Black will initiate the process by listing the features of a home that contribute to quality, e.g., framing (2x4, 2x6, post & beam), kitchens, baths, floor plan (walk-in closets, specialty rooms), carpentry (built ins, crown molding, base boards, doors), exterior (straight front, multiple materials, roof lines).

Adjourned at 8:05


Garrett Boles


Jennifer Evans


Donald Black

Date (Approved & Signed)
8/28/2017