

MINUTES
BOARD OF ASSESSORS
5 January 1987

1. Minutes of 3 December 1986 meeting approved as amended.
2. R.F.P. reviewed in preparation for the 1/7/87 pre-proposal conference.
3. An overvaluation hearing was held.
4. Three Overvaluation applications were processed and several others reviewed.

RECEIVED & FILED
DATE 1/12/87
Barbara Brown
TOWN CLERK, ACTON

5977A

MINUTES

BOARD OF ASSESSORS

7 January 1987

1. Minutes of 5 January meeting were approved as amended.
2. Pre-proposal conference and R. F. P. were reviewed.
3. Two warrants were signed.
4. Several veterans and one clause 18 exemption were processed.
5. New growth status was reviewed.
6. Reviewed Overvaluation Applications
6 Approved
8 Denied
Status of others examined

0283M

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DATE 2/5/87
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MINUTES
BOARD OF ASSESSORS
4 February 1987

1. Minutes of 7 January meeting were approved.
2. Revaluation bids were reviewed.
3. A revised Warrant Article Summary was approved.
4. Reviewed Overvaluation Applications
 - 4 Approved
 - 8 Denied
5. The withdrawal of the V. Polo ATB case was discussed.
6. The status of the significant new growth project was discussed.
7. Three warrants were signed.

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MINUTES
BOARD OF ASSESSORS
11 February 1987

Attendance: Ray Bintliff, Ed O'Donoghue, Paul Wexelblat,
Mark Mazur.

1. Minutes of Feb 4, 1987 meeting were approved.
2. Revaluation bids were reviewed with Roy Wetherby.
3. M.M.C., Inc. conducted a demonstration of their software.
4. The status of the significant new growth project was reviewed.
5. A summary of the fiscal 1987 real estate overvaluation results was reviewed.

6071A

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MINUTES
BOARD OF ASSESSORS
18 February 1987

Attendance: Ray Bintliff, Ed O'Donoghue, Paul Wexelblat,
Mark Mazur.

1. Minutes of February 11, 1987 meeting were approved.
2. Revaluation bids were reviewed with Roy Wetherby.

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DATE 2/26/87
Bethany Brown
~~TOWN~~ CLERK, ACTON

6088A

BOARD OF ASSESSORS
MINUTES
25 FEBRUARY 1987

Attendance: Ray Bintliff, Ed O'Donoghue, Paul Wexelblat and Mark Mazur.

1. Minutes of 2/18 meeting were approved.
2. Revaluation Proposals
 - A. The proposals were discussed.
 - B. Weighted analysis of the proposals were performed.
 - C. M.M.C., Inc. was chosen by a unanimous vote to revalue all real property.
 - D. ARG Co. was chosen by a unanimous vote to revalue all locally assessed personal property.
 - E. Both firms were chosen subject to the execution of mutually agreed to contracts.
 - F. Letters were approved for notifying the contractors of the Board's decision.
 - G. A memo explaining the Board's decisions was approved.
3. Revaluation Costs
 - A. The draft of a contract was reviewed.
 - B. Items to negotiate into the contract were discussed.
 - C. The procedures for approving a contract were reviewed.
4. Misc. Revaluation Topics
 - A. A letter from the DOR concerning our revaluation needs was discussed.
 - B. Previous revaluations were discussed.
 - C. A hardware bid was reviewed.
5. The status of our significant new growth project was reviewed.
6. Two documents were signed.
7. Approval was granted for the assistant assessor to attend a seminar on 3/24/87.

6121A

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DATE 3/3/87
Barbara Brown
TOWN CLERK, ACTON

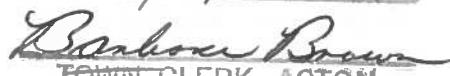
BOARD OF ASSESSORS
MINUTES
4 March 1987

Attendance: Ray Bintliff, Paul Wexelblat and Mark Mazur.

- 1 Minutes of February 25 were approved as amended.
- 2 Revaluation
 - A Several revaluation related matters were discussed with Roy Wetherby.
 - B Items to negotiate into the revaluation contract were discussed.
 - C A meeting was set up for 3/11/87 with Tom Farley of the FINCOM to discuss revaluation plans.
 - D A warrant article presentation was reviewed.
 - E Hardware costs were discussed.
 - F Prior revaluations were reviewed.
- 3 A Chapter 61 lien release was reviewed and signed.
- 4 The status of the significant new growth project was reviewed.
- 5 RE & MV Monthly Abatement Lists for February, 1987 were signed.

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DATE 3/12/87


Barbara Brown
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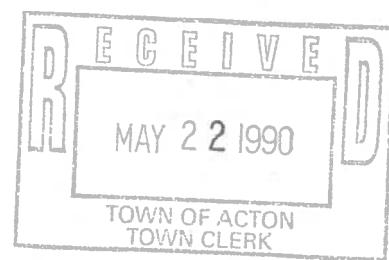
6136A

BOARD OF ASSESSORS
MINUTES
11 MARCH 1987

Attendance: Ray Bintliff, Paul Wexelblat, Ed O'Donoghue and Mark Mazur.

- 1 Minutes of March 4, 1987 were approved.
- 2 Acton's reval needs were discussed with FINCOM representative, Tom Farley and Roy Wetherby.
- 3 Items to negotiate into the revaluation contract were reviewed.
- 4 After receiving special DOR permission, abatements were granted for one RE property(FY85,86,87) and one PP account.
- 5 The status of the significant new growth project was reviewed.

6165A



BOARD OF ASSESSORS

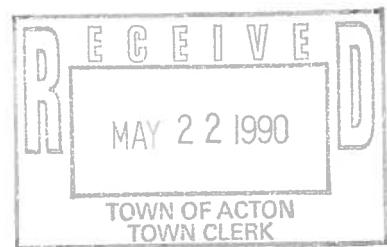
MINUTES

18 March 1987

Attendance: Ray Bintliff, Ed O'Donoghue and Mark Mazur.

1. The status of the significant new growth project was reviewed.
2. Contract negotiations were begun with Dick Swadel of M.M.C., Inc.

6188A



BOARD OF ASSESSORS

MINUTES

25 March 1987

Attendance: Ray Bintliff, Paul Wexelblat, Ed O'Donnell
and Mark Mazur

1. Minutes of March 18, 1987 meeting were approved.
2. Revaluation
 - A. Contracts with M.M.C., Inc. and ARG Co. were approved as amended.
 - B. The Property Inventory Mailer will be retained.
 - C. The penalty clause was discussed.
 - D. The warrant article presentation was discussed.
 - E. Warrant Article financing was reviewed.
3. The status of the significant new growth project was reviewed.
4. A special request for D.O.R. permission to grant an abatement was signed.
5. A MV commitment list was signed.

6204A



BOARD OF ASSESSORS

MINUTES

1 April 1987

Attendance: Ray Bintliff, Paul Wexelblat, Ed O'Donoghue and
Mark Mazur

1. Minutes of March 11 and 18, 1987 meetings were approved.
2. Revaluation
 - A. Contracts with M.M.C., Inc. and ARG Co. were approved for review by Town counsel.
 - B. Warrant Article financing was discussed with Roy Wetherby.
 - C. Plans for presenting the Warrant Article were finalized.
3. The results of the significant new growth project was reviewed.
4. R.E. and MV monthly abatement lists were signed.

6219A



BOARD OF ASSESSORS
MINUTES
28 April 1987

Attendance: Ray Bintliff, Ed O'Donoghue and Mark Mazur

1. Minutes of April 1, 1987 meeting were approved as amended.
2. The Revaluation contracts as amended by Town Counsel's recommendations were reviewed, edited and approved.
3. Three special requests for DOR permission to abate were approved and signed.
4. Arranging a pre-classification hearing with the Board of Selectmen was discussed.

6246A



BOARD OF ASSESSORS
MINUTES
6 MAY 1987

Attendance: Ray Bintliff, Paul Wexelblat and Mark Mazur

1. Minutes of the April 28, 1987 meeting were approved as amended.
2. A draft of a Software Licensing Agreement was reviewed and approved for submission to M.M.C., Inc.
3. A Guideline for choosing new BOA members was approved for submission to the Volunteer Coordinating Committee.
4. A memo regarding the possibility of a pre-classification hearing was approved for submission to the Board of Selectmen.
5. Monthly Abatement Lists and a request for State Reimbursement of Exemptions were signed.

6256A



BOARD OF ASSESSORS
MINUTES
3 June 1987

Attendance: Ray Bintliff, Paul Wexelblat, and Mark Mazur.

1. Minutes of the May 6, 1987 meeting were approved as amended.
2. A draft of a Revaluation Contract was reviewed and approved as amended for submission to M.M.C., Inc.
3. A draft of a Software Licensing Agreement was reviewed.
4. Prepared for a meeting with M.M.C., Inc. scheduled for 6/5/87.
5. Granted seven abatements on Town foreclosure properties.
6. A Pre-Classification meeting scheduled for 6/23/87 was discussed.
7. A meeting with the Task Force on Classified Land on 5/28/87 was reviewed.
8. The status of the search for new BOA members was discussed.
9. Two motor vehicle commitments were signed.
10. Plans were made for staff attendance at certain courses and conferences.
11. A meeting was scheduled for 6/9/87.

6299A



BOARD OF ASSESSORS
MINUTES
9 JUNE 1987

Attendance: Ray Bintliff, Paul Wexelblat, Ed O'Donoghue and Mark Mazur.

1. Minutes of the June 3, 1987 meeting were approved.
2. The results of a 6/5/87 meeting with M.M.C., Inc. were discussed.
3. The revaluation contract with M.M.C., Inc. was reviewed.
4. A draft of a Software Licensing Agreement was reviewed.
5. Preparations were made for a 6/23/87 Pre-classification meeting.
6. The status of the search for new BOA members was discussed.
7. A special warrant to collect Cl 41A deferred funds was signed.
8. The assessing of properties in the Housing Opportunities Program (HOP) was discussed.

6305A



BOARD OF ASSESSORS
MINUTES
23 JUNE 1987

1. Minutes of the June 9, 1987 meeting were approved.
2. Final preparations were made for the 6/9/87 Preliminary Classification Meeting.
3. The status of the State review of the Revaluation Agreement with M.M.C., Inc. was discussed.
4. The Software Licensing Agreement was approved as amended by Town Counsel.
5. Approval was given to request special State permission to grant an abatement to the Acton Housing Authority for 27 Concord Road, Acton.
6. The status of the search for new BOA members was discussed.
7. Upcoming staff changes in the Assessors Office were discussed.
8. A Forest Land Tax Lien, several Chapter 61 Certificates and a Cherry Sheet credit for Motor Vehicle bills were signed.

6329A

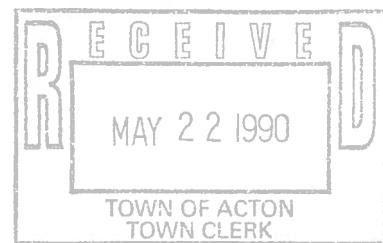


BOARD OF ASSESSORS
MINUTES
21 JULY 1987

Attendance: Ray Bintliff, Ed O'Donoghue, Paul Wexelblat and Mark Mazur.

1. Minutes of June 23, 1987 meeting were approved.
2. The Status of the Revaluation was discussed.
3. Preparations were made for a Pre-classification Hearing.
4. The Status of new growth work was discussed.
5. Changes in the Assessors Office staff were discussed.
6. Two Warrants and a special request for authority to grant an abatement were signed.
7. Ray Bintliff was voted Chairman and Edward O'Donoghue was voted Clerk of the Board of Assessors for FY 88.

6354A



BOARD OF ASSESSORS
MINUTES
28 JULY 1987

1. Minutes of July 21, 1987 meeting were approved as amended.
2. A meeting was held with M.M.C., Inc. to discuss the revaluation progress and plans.
3. The question of availability of office space for M.M.C., Inc. was discussed and it was decided that Ray and Roy Wetherby would work out those details.
4. The status of the new growth was discussed and August 7 was determined as the completion date.
5. It was decided that the second pre-classification hearing will be held on August 18.
6. The Lister position will be advertised as soon as possible.
7. Paul's alternatives for DOR courses 101 were considered.
8. Two warrants and a report to the accountant were signed.
9. New stationery is being ordered. The Board members and the Assistant Assessor need business cards.
10. M.M.C., Inc. needs to be notified of the change in Contract Administrator.
11. Ray Gannon (ARG Co.) needs to be contacted about the personal property contract.
12. M.A.A.O. and I.A.A.O. membership for Lela is necessary.
13. Ray requested that we question M.M.C., Inc. on their appraisal policy regarding homes insulated with Urea Formaldehyde foam.

6380A



BOARD OF ASSESSORS
MINUTES
11 AUGUST 1987

1. Minutes of July 28, 1987 were approved.
2. A press release to notify homeowners of the start of the data collection. Will be placed in the Beacon.
3. New growth and status of imput to L.H.S. was discussed.
4. Discussion on pre-classification hearing of August 25, 1987.
5. Office space for M.M.C. is still undetermined at this time.
6. Status of M.M.C. was discussed.
7. Status of A.R.G. contract was discussed.
8. Lister position to be advertised August 16, 1987 and August 20, 1987 with a closing date of September 7, 1987.
9. Two warrants and a letter of recommendation for Mark were signed.
10. It was decided that business cards should be ordered.
11. A letter of recommendation for Donna will be written.



BOARD OF ASSESSORS
MINUTES
2 SEPTEMBER 1987

1. Minutes of August 11, 1987 meeting were approved.
2. A meeting was held with M.M.C., Inc. (Joanne Graziano and Kevin Lyons).
3. Discussion about M.M.C., Inc. and the revaluation status.
4. Discussion on the formal classification hearing for September 8.
5. The status of the tax bill schedule.
6. Two warrants, a monthly list of abatements, a notice of commitment the LA-2 and LA-3 forms were signed. Also a veterans exemption was denied.



BOARD OF ASSESSORS
MINUTES
7 OCTOBER 1987

1. The minutes of September 2, 1987 were read and approved.
2. A meeting with Joanne Graziano, Kevin Lyons and Steve Traub from M.M.C., Inc..
3. Discussion on meeting with M.M.C., Inc..
4. Victoria Tidman has been hired as new property lister.
5. Tax bills are going out October 13, 1987.
6. Board members were given their business cards.
7. Fifteen Clause 41B, two commitments, two monthly lists of abatements, a call back letter for M.M.C. and a letter regarding the cooperation agreement in lieu of taxes were signed.



BOARD OF ASSESSORS

MINUTES

4 NOVEMBER 1987

1. The minutes of October 7, 1987 were read and approved.
2. A meeting was held with M.M.C., Inc..
3. The status of the revaluation was discussed.
4. Discussion about the personal property contract.
5. Reviewed the over valuation applications.
6. Reviewed exemption applications.
7. Signatures on over valuations, exemptions, monthly lists to accountant.



BOARD OF ASSESSORS

MINUTES

2 DECEMBER 1987

1. The minutes of November 7, 1987 meeting were read and approved.
2. A Meeting was held with M.M.C., Inc..
3. The status of the revaluation was discussed.
4. Applications for overvaluation were reviewed.
5. Signatures on overvaluation applications, exemption applications and monthly lists to the accountant.

