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TOWN OF LUNENBURG
BOARD OF ASSESSORS
P.O. BOX 135
LUNENBURG, MA 01462

Minutes from BOA (Board of Assessors) meeting held: July 18, 2023.

Location: In person at the Lunenburg Town Hall and broadcast over the Lunenburg Public Access Channel.

The meeting was opened at 2:30 PM.

Members Present: Administrative Assessing Assistant Sheila Craigen, Board Member Kevin Fish, Chairman Richard Letarte, Board Member John Rabbitt, Interim Principal Assessor Rena Swezey.

Public Comment

Carl Luck -50 Sunset Lane— questions whether inspections are primarily to confirm or certify that the information collected for every house is correct. Also, questions about what the outline is and how the tiers for a property are being determined. Rena Swezey states that the site index used by Nate Cramer will be put into place. Going forward they must determine what the dollar per square foot on the waterfront properties will be and whether they have increased or decreased by the 2022 sales. The options for grading will be good, average, and below average. John Rabbitt inquires if there are policy statements that can be provided for the public to read. Carl Luck states that not all lakefront properties were looked at only the ones who requested an abatement. Carl Luck wants to know how a rating can be made without an inspection since there is no baseline. Rena Swezey says Vision will be doing a full field review that includes driving down every street, but they won't be going into houses.

Discuss Office Function

Richard Letarte states that the main function of the BOA is to review payments for accounts payable for payroll, abatement requests, excise tax abatements, and exemptions such as low-income, elderly, and veterans.

John Rabbitt has a question related to town mapping. Residents have said that their property line is off or inaccurate. Rena Sweney state mapping company is only for tax purposes. If there are discrepancies, then residents need to hire a land surveyor. If residents know it's incorrect, they need to contact Rena Swezey.

Discuss Office Work Plan

Rena Swezey wants the board to make a motion and take a vote to send out third-quarter estimated tax bills. This needs to be completed by August. Motion to send out estimated 3rd

quarter tax bill as per the recommendation of the primary assessor by Kevin Fish, seconded by John Rabbitt. All in favor.

Vision will be starting September 15th and the preliminary certification will be completed by them.

John Rabbitt suggests creating a log of discussions to create a record to continue to evolve the process. The board feels this already exists just not in the formal way John suggests. The board states that there is a comment section on the property cards that Vision completes.

Rena Swezey wants to get ready for recertification. This includes any new houses that have been built in the last year. This information needs to be added to the system since homeowners will eventually have supplemental tax bills for the building only.

Sales verification forms are going to be sent to everyone who bought a property in 2022 since that is the target year. Rena Swezey anticipates having all the forms mailed out by the middle of September.

Rena Swezey has started a data card collection program that includes post-sales inspection. The data collection manual will also include the guidelines for house type, conditions, and grading. This will at some point need to be turned over to the Department of Revenue. Rena Swezey will work with Vision to review all the building permits and properties sold last year..

Review and Approval of Expense Vouchers

Kevin Fish and Richard Letarte reviewed and signed the expense vouchers.

Adjournment

Motion to adjourn and enter into executive session and not return to the open meeting by Kevin Fish, Seconded by John Rabbitt. All in favor.

The meeting adjourned at 3:30 PM.