

BROOKFIELD BOARD OF ASSESSORS

6 Central Street
Brookfield, MA 01506

<i>FY 2011</i>				
Date: 7/7/10	Time: 9:00	Adj.: 2:00 pm	MINUTES FOR:	07-Jul-10
B. McElroy	P. Peirce	D. Wentzell	DISCUSSION	MOTION
Motor Vehicle Excise Tax Abatements				BY
				VOTE
Section 5, Dealer, and Farm Plates				
Real and/or Personal Property tax Abatements				
Supplemental Bills				
Tax Recap				
Payroll	Phil presented End-of-Year payroll 6/23-6/30/10 and Beginning of new Fiscal Year 7/1/10-7/8/10	Donna W. made motion to approve payroll, 2nd by Brenda M. All in favor.	DW BM	All in Favor
Expenses	Phil presented Expense voucher for office supplies purchased on 6/30/10.	Brenda M made motion to approve voucher as presented, seconded by Donna W.	BM DW	All in favor.
End of Month Reconciliation				
Tax Deferrals	Received application for deferral. Phil to review.		PHP	
Deeds				
Plans				
Other Preliminary Tax Warrant	Variance in LA4 vs Commitment.	To be reviewed with DOR.	PHP	

Recorded by: Philip Peirce _____

F:\Mtg Notes FY10.xls

BROOKFIELD BOARD OF ASSESSORS

6 Central Street
Brookfield, MA 01506

Date: 7/14/10 Time: 9:00 Adj.: 2:30 pm	MINUTES FOR:	714/2010		
B. McElroy P. Peirce D. Wentzell	DISCUSSION	MOTION - ACTION	BY	VOTE
Motor Vehicle Excise Tax Abatements	An excise tax abatement application was denied; vehicle still owned by applicant.	Denial form to be sent to applicant.	BM	
Section 5, Dealer, and Farm Plates	Brenda , RE: Farm plates. Documents sent to holders for applying for exemption. Two holders sent in a check; one was cashed in by Collector.	We will issue a commitment for the check that was received.	BM	
Real and/or Personal Property tax Abatements				
Supplemental Bills				
Tax Recap				
Payroll				
Expenses				
End of Month Reconciliation				
Tax Deferrals	Application for deferral given to Donna for review. Phil & Donna discussed issues..	Phil to call applicant and discuss findings.	PHP	
Deeds				
Plans				
Other				

Recorded by: Philip Peirce _____

F:\Mtg Notes FY10.xls

BROOKFIELD BOARD OF ASSESSORS

6 Central Street
Brookfield, MA 01506

Date: 7/21/10	Time:9:00	Adj.:10:25	MINUTES FOR:	21-Jul-10		
P.Peirce	D. Wentzell		DISCUSSION	MOTION	BY	VOTE
Motor Vehicle Excise Tax Abatements						
Section 5, Dealer, and Farm Plates						
Real and/or Personal Property tax Abatements						
Supplemental Bills						
Tax Recap						
Payroll						
Expenses						
End of Month Reconciliation						
Tax Deferrals	Donna and Phil have reviewed and analyzed tax deferral application for clause 18A.	Phil called applicant and discused issues. He will send a letter to confirm relevant details.			DW PP	
Deeds						
Plans	Donna continues to assemble all plans relevant to Brkfld into a single binder.					
Other						

BROOKFIELD BOARD OF ASSESSORS

6 Central Street
Brookfield, MA 01506

Date: 7/28/10 Time:9:00 Adj.:2:00 p.m.	MINUTES FOR:	28-Jul-10		
B. McElroy P.Peirce D. Wentzell	DISCUSSION	MOTION	BY	VOTE
Motor Vehicle Excise Tax Abatements				
Section 5, Dealer, and Farm Plates				
Real and/or Personal Property tax Abatements				
Supplemental Bills				
Tax Recap				
Payroll				
Expenses				
End of Month Reconciliation				
Tax Deferrals				
Deeds	Phil and Brenda discused several deeds being entered into CAMA.		PP	
			BM	
Plans	Donna continues to assemble the book for plans. Has completed last 12 years.		DW	
Other	Donna on vacation next week. Brenda took hers last week.			

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Date:8/4/10	Time:9:00	Adj.:2:00 p.m.	MINUTES FOR:	04-Aug-10	BY	VOTE
B. McElroy	P.Peirce		DISCUSSION	MOTION		
Motor Vehicle Excise Tax Abatements	Applications reviewed.			To accept the abatements as procesed and certified #968-974	BM	BM - PP
						All in favor
Section 5, Dealer, and Farm Plates						
Real and/or Personal Property tax Abatements						
Supplemental Bills						
Tax Recap						
Payroll						
Expenses						
End of Month Reconciliation						
Tax Deferrals						
Deeds						
Plans						
Other						

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6 Central Street
Brookfield, MA 01506

Date: 8/11/10 Time:9:00 Adj.:2:00 p.m.	MINUTES FOR:	11-Aug-10	BY	VOTE
B. McElroy P.Peirce	DISCUSSION	MOTION		
Motor Vehicle Excise Tax Abatements				
Section 5, Dealer, and Farm Plates				
Real and/or Personal Property tax Abatements	Received a notice of ATB process. 3F - 39	Copy sent to Bishop & Associates.		
Supplemental Bills	Management Letter draft. Assessor note. Phil researched-Supplemental Bill was subject.	Auditor ? "No tax on land." Supplemental only taxes the structure.Letter given to Select/Town Acc.		
Tax Recap				
Payroll				
Expenses	Reimbursements to P. Peirce for Anti Virus renewal and special commitment binders.	To approve vouchers for expenses as described.	BM	BM, DW
End of Month Reconciliation				
Tax Deferrals				
Deeds				
Plans				
Other	3A-24,25 App 61+61A frontage 61A, rear 61. Donna visited and confirmed requirements.	Motion to approve application made and voted with all in favor.(For FY11)	BM	PP, DW, BM in favor.

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6 Central Street
Brookfield, MA 01506

Date: 8-18-10 Time:9:00 Adj.: 2:00 p.m. B. McElroy P.Peirce D. Wentzell	MINUTES FOR:	18-Aug-10	BY	VOTE
	DISCUSSION	MOTION		
Motor Vehicle Excise Tax Abatements				
Section 5, Dealer, and Farm Plates				
Real and/or Personal Property tax Abatements				
Supplemental Bills				
Tax Recap				
Site Inspections 2C - 6	Property Insp. By BM & PP. Fire in 08. New owner working on demo/remodel. Question Value. We questioned Grade and loss of value.	Donna moved that we change grade to Average, and change functional % good to 25%.	DW PP	AIF DW BM PP
Expenses				
End of Month Reconciliation				
Tax Deferrals				
Deeds				
Plans				
Other 2C - 6	Re-evaluate property at 6C-1-56.Discussed mitigation of Functional discount because of changes over time.	Donna Moved that we remove functional and location adjustments.	DW BM	AIF PP DW BM

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Date: 8-25-10 Time:9:00 Adj.: 2"30	MINUTES FOR:	25-Aug-10	BY	VOTE
B. McElroy P.Peirce D. Wentzell	DISCUSSION	MOTION		
Motor Vehicle Excise Tax Abatements				
Section 5, Dealer, and Farm Plates				
Real and/or Personal Property tax Abatements				
Supplemental Bills				
Tax Recap				
Site Inspection(s) 2C - 9	Owner called for inspection for Building Permit work. Owner requested inspection - condemned house.		DW	
6C - 20			PP	
Chapter Land	Fill out out new State Form CL-3 for Harvey Property for Tax Lien.		BM	
End of Month Reconciliation			PP	
			DW	
Tax Deferrals 4A - 6	Owner verified that we should continue with processing his application. Tel-Con 8/24/2010			
Deeds			PP	
Plans	Review all 2010 deeds; confiirm posting.		BM	
Other Building Permits	Prepare permits for Consultant review.			
Expenses		Motion to voucher \$88 for stamps.	DW	AIF DW PP BM

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Date: 9-1-10 Time:9:00 Adj.: 1:30	MINUTES FOR:	01-Sep-10	BY	VOTE
B. McElroy P.Peirce D. Wentzell	DISCUSSION	MOTION		
Motor Vehicle Excise Tax Abatements	Phil to contact vehicle owner who disputes the value of his vehicle. (Owner needs to contact DMV with dispute.)		PP	
Section 5, Dealer, and Farm Plates				
Real and/or Personal Property tax Abatements				
Supplemental Bills				
Tax Recap				
Chapter Land	On sale of property in Chapter and will remain in Chptr, needs new Lien. Requires \$75 to remove, \$75 to put new one on.		PP DW BM	
	Brenda to get Ch Lnd Appl. In mail.			
Building Permits	Phil continues collating permits for Bishop & associates work.		BM PP	
End of Month Reconciliation				
Tax Deferrals				
Deeds				
Plans				
Other				

BROOKFIELD BOARD OF ASSESSORS

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Date: 9-8-10 Time:2:00 Adj.:2:15	MINUTES FOR:	08-Sep-10	BY	VOTE
B. McElroy D. Wentzell	DISCUSSION	MOTION		
Motor Vehicle Excise Tax Abatements				
Section 5, Dealer, and Farm Plates				
Real and/or Personal Property tax Abatements				
Supplemental Bills				
Tax Recap				
Payroll				
Expenses	Approval for expense voucher for MAOA Seminar & Reimburse for Camera Flash Card	Motion made and approved with all in favor.	BM	BM - DW
End of Month Reconciliation				
Tax Deferrals				
Deeds				
Plans				
Other				

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Date: 9-15-10 Time:9:00 Adj.:	MINUTES FOR:	15-Sep-10	BY	VOTE
B. McElroy P.Peirce D. Wentzell	DISCUSSION	MOTION		
Motor Vehicle Excise Tax Abatements				
Section 5, Dealer, and Farm Plates				
Real and/or Personal Property tax Abatements				
Supplemental Bills	We visited 68 Fiskdale Rd. for Build Permit Inspection. Value increase will most likely exceed 50% triggering a supplemental bill.			
Tax Recap	Donna presented the Column D Adjustments for review.			
Tax Deferral	Latest application for subject reviewed. Financials were checked; in arrears on Property Taxes since 2006. Taxes due not listed on Application.	Phil made motion to deny. Donna seconded. All in favor	PP	PP-DW-BM
Expenses	Mileage for the MAAO Seminar, for Donna.	Phil made motion to approve.	PP	PP - BM
End of Month Reconciliation				
Tax Deferrals				
Deeds				
Plans				
Other				

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Date: 9-22-10 Time:9:00 Adj.: 2:00	MINUTES FOR:	22-Sep-10	BY	VOTE
P.Peirce D. Wentzell	DISCUSSION	MOTION		
Motor Vehicle Excise Tax Abatements				
Section 5, Dealer, and Farm Plates				
Real and/or Personal Property tax Abatements				
Supplemental Bills				
Tax Recap	Donna will work with the Town Clerk on producing the Certificate of Appropriations			
Chapter Land	Applications for continuation of Chapter Land Status continue to arrive. Final due date is 10/1/2010.			
Expenses				
End of Month Reconciliation				
Tax Deferrals	Phil prepared the denial letter to the tax deferral applicant mentioned last week.	Donna moved to accept the letter and to send it today.	DW	DW - PP All In Favor
Deeds				
Plans				
Other				

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Date: 9-29-10 Time:9:00 Adj.:	MINUTES FOR:	29-Sep-10	BY	VOTE
B. McElroy P.Peirce D. Wentzell	DISCUSSION	MOTION		
Motor Vehicle Excise Tax Abatements				
Section 5, Dealer, and Farm Plates				
Real and/or Personal Property tax Abatements	1C - 13D and 3B - 12; Abatements on first, non-existent house.			
Supplemental Bills				
Tax Recap				
Payroll				
Expenses				
End of Month Reconciliation				
Tax Deferrals				
Deeds				
Plans				

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6 Central Street
Brookfield, MA 01506

Date:10/6/10	Time:9:00	Adj.:2:30	MINUTES FOR:	06-Oct-10	BY	VOTE
B. McElroy	P.Peirce	D. Wentzell	DISCUSSION	MOTION		
Motor Vehicle Excise Tax Abatements	Applications for MV Excise abatement over internet. Should we accept and process?		To allow and process such applications provided there is a valid signature.		DW	DW, BM, PP All Favor
Section 5, Dealer, and Farm Plates						
Real and/or Personal Property tax Abatements						
Supplemental Bills						
Tax Recap						
Payroll						
Expenses	Membership dues - MAAO		Motion to pay dues bill of \$95 Inv. #7235780		PP	PP,DW,BM All in Favor
End of Month Reconciliation						
Tax Deferrals						
Deeds						
Plans						
Other	1C - 13B & 3B - 12--still gathering info. 3B-12 address was not changed until after issue of actual bill for FY06. No app for abate made.					

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Date: 11/3/10	Time: 9:00 am	Adj.: 2:30 pm	MINUTES FOR:	03-Nov-10	BY	VOTE
B. McElroy	P. Peirce		DISCUSSION	MOTION		
Motor Vehicle Excise Tax Abatements						
Section 5, Dealer, and Farm Plates						
Real and/or Personal Property tax Abatements	Discussion on Ch. 58 & 8 applications for 2 properties. Awaiting letter from 2nd before					
Supplemental Bills						
Tax Recap						
Tax Bill Question	Medical Office tax bills questioned for years 2010 & 2011. Still investigating.					
Expenses	CSC Member dues at \$1800 and Workshop in Boxboro \$45.	Motion made and approved			DW	DW, BM, PP
End of Month Reconciliation						
Tax Deferrals						
Deeds						
Plans						
Other						

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Date:11/17/10 Time 9:00 am Adj.:1:30 pm	MINUTES FOR:	17-Nov-10	BY	VOTE
B. McElroy P.Peirce	DISCUSSION	MOTION		
Motor Vehicle Excise Tax Abatements				
Section 5, Dealer, and Farm Plates				
Real and/or Personal Property	3B - 19 Inspected for changes from mixed use to residential. Property recosted.	To change property from SUC013 to 101 and correct description and value	DW	PP BM DW All in Favor
Supplemental Bills				
Tax Recap				
Payroll				
Expenses	Reimbursement for: mileage to Workshop MAAO and Antivirus Computer #2.	So moved by Phil. All in Favor	PP	DW BM PP All in Favor
End of Month Reconciliation				
Tax Deferrals				
Deeds				
Plans				
Other	Clasification Hearing: Date set, tentatively	So moved by Phil. All in favor	PP	DW BM PP All in Favor

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Date:11/24/10 Time: 9:00 Adj.	MINUTES FOR:	24-Nov-10	BY	VOTE
B. McElroy P.Peirce D Wentzell	DISCUSSION	MOTION		
Motor Vehicle Excise Tax Abatements				
Section 5, Dealer, and Farm Plates				
Real and/or Personal Property	2B - 14; 1954 lot split vs current ownership question by current owner	No motion taken. Will advise owner to consult possible descendants.		
Supplemental Bills				
Tax Recap				
Payroll				
Expenses				
End of Month Reconciliation				
Tax Deferrals				
Deeds				
Plans	Discussion on setting up a temporary file for 20 years of plans now collected.	No motion taken. We'll consider options to make collection usable.		
Tax Recap	Roy Bishop updating info for LA-4, LA 13; personal prop & real estate.			

BROOKFIELD BOARD OF ASSESSORS

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Date: Time: Adj.	MINUTES FOR: No Meeting	01-Dec-10	BY	VOTE
B. McElroy P.Peirce D Wentzell	DISCUSSION	MOTION		
Motor Vehicle Excise Tax Abatements				
Section 5, Dealer, and Farm Plates				
Real and/or Personal Property tax Abatements				
Supplemental Bills				
Tax Recap				
Payroll				
Expenses				
End of Month Reconciliation				
Tax Deferrals				
Deeds				
Plans				
Other				

BROOKFIELD BOARD OF ASSESSORS

6 Central Street
Brookfield, MA 01506

Date:12/08/10 Time: 9:00 Adj.1:30	MINUTES FOR:	08-Dec-10	BY	VOTE
B. McElroy P.Peirce D Wentzell	DISCUSSION	MOTION		
Motor Vehicle Excise Tax Abatements				
Section 5, Dealer, and Farm Plates				
Real and/or Personal Property tax Abatements	Elderly exemption application - Income exceeds specifications.	Motion to downgrade eligibilty to the lesser option, to meet MGLaw.	PP	DW, BM,PP All in favor.
Supplemental Bills				
Tax Recap	Donna is checking all relevant informaton for the Tax Recap. Phil submitted the LA5			
Payroll				
Expenses				
End of Month Reconciliation				
Tax Deferrals				
Deeds				
Plans				
Other				

BROOKFIELD BOARD OF ASSESSORS

6 Central Street
Brookfield, MA 01506

Date:12/15/10 Time: 9:00 Adj. 1:15	MINUTES FOR:	15-Dec-10	BY	VOTE
B. McElroy P.Peirce d Wentzell	DISCUSSION	MOTION		
Motor Vehicle Excise Tax Abatements	Brenda to re-do Abatement paperwork to compensate for lapsed time to Tax Collector			
Section 5, Dealer, and Farm Plates				
Real and/or Personal Property tax Abatements				
Supplemental Bills				
Tax Recap	Recived certification of Tax Rate from the DOR. Preparation for printing Tax Bills begun.			
Payroll				
Expenses	Purchase of stamps and paying WCAA dues approved.			
End of Month Reconciliation	Revised August EOM. No action for November.			
Tax Deferrals				
Deeds				
Plans				
Other				

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6 Central Street
Brookfield, MA 01506

Date:12/22/10 Time:9:00 Adj. 1:00	MINUTES FOR:	22-Dec-10	BY	VOTE
B. McElroy P.Peirce D. Wentzell	DISCUSSION	MOTION		
Motor Vehicle Excise Tax Abatements				
Section 5, Dealer, and Farm Plates				
Real and/or Personal Property tax	Review of property tax bills completed in this office.			
Supplemental Bills				
Tax Recap				
Payroll				
Expenses				
End of Month Reconciliation				
Tax Deferrals				
Deeds				
Plans				
Other				

BROOKFIELD BOARD OF ASSESSORS

6 Central Street
Brookfield, MA 01506

Date:01/05/11 Time:09:00 Adj.11:45	MINUTES FOR:	05-Jan-11	BY	VOTE
B. McElroy P.Peirce	DISCUSSION	MOTION		
Motor Vehicle Excise Tax Abatements				
Section 5, Dealer, and Farm Plates				
Real and/or Personal Property	1.) Donna working on address changes and C/Os for the new calendar year. 2.) A letter was sent to lawyer for a property owner to clarify options to pursue a 58 - 8 claim. 3.) We will discount land on Fiskdale Rd. for water, when abatement is filed, and recommend owner merge with other lot.			
Expenses	I will order ink cartridges and yellow 8 1/2 X 11 paper.			
End of Month Reconciliation	Phil submitted November and December to Twn Acct. & Tax Collector.			
Tax Deferrals				
Deeds				
Plans				
Other	Brenda prepared field cards for Roy of center of town for cyclical inspection.			

BROOKFIELD BOARD OF ASSESSORS

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Date: Time: Adj.	MINUTES FOR: NO MEETING	12-Jan-11	BY	VOTE
B. McElroy P.Peirce D Wentzell	DISCUSSION	MOTION		
Motor Vehicle Excise Tax Abatements				
Section 5, Dealer, and Farm Plates				
Real and/or Personal Property tax Abatements				
Supplemental Bills				
Tax Recap				
Payroll				
Expenses				
End of Month Reconciliation				
Tax Deferrals				
Deeds				
Plans				
Other				

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Brookfield, MA 01506

Date:1/26/11 Time: 9:00 Adj. 1:30	MINUTES FOR:	26-Jan-11	BY	VOTE
B. McElroy P.Peirce D Wentzell	DISCUSSION	MOTION		
Motor Vehicle Excise Tax Abatements				
Section 5, Dealer, and Farm Plates				
Real and/or Personal Property tax Abatements or Exxemptions	Reviewed applications for Exemptions for RE. Elderly, Veterans, Etc.	Approved Certifications #1 thru 28	PP	AIF BM DW PP
Supplemental Bills				
Tax Recap				
Payroll				
Expenses				
End of Month Reconciliation				
Tax Deferrals				
Deeds				
Plans				
Other				

BROOKFIELD BOARD OF ASSESSORS

6 Central Street
Brookfield, MA 01506

Date:2/9/11 Time: 9:00 Adj. 1:30	MINUTES FOR:	09-Feb-11	BY	VOTE
B. McElroy P.Peirce D Wentzell	DISCUSSION	MOTION		
Motor Vehicle Excise Tax Abatements				
Section 5, Dealer, and Farm Plates				
Real and/or Personal Property tax Abatements or Exemptions	Reviewed application for exemption	Approved Certification # 29	PP	AIF DW BM PP
Supplemental Bills				
Tax Recap				
Payroll				
Expenses	Dues for IAAO	Approved expense payment	PP	AIF DW BM PP
End of Month Reconciliation				
Tax Deferrals				
Deeds				
Plans				
Other				

BROOKFIELD BOARD OF ASSESSORS

6 Central Street
Brookfield, MA 01506

Date:2/23/11	Time: 9:00	Adj. 1:00	MINUTES FOR:	23-Feb-11	BY	VOTE
P.Peirce	D Wentzell		DISCUSSION	MOTION		
Motor Vehicle Excise Tax Abatements						
Section 5, Dealer, and Farm Plates						
Real and/or Personal Property tax Abatements	Discussion on correction needed to 5E - 16	Motion to re-assess to correct owner's name. Since all bills were paid, this confirmed true ownership.	DW	AIF DW PP		
or Exxemptions						
Supplemental Bills						
Tax Recap						
Payroll						
Expenses						
End of Month Reconciliation						
Tax Deferrals						
Deeds						
Plans						
Other State Owned Land	Received request from Jen Sylvia to check and/or update our records on State Owned Land	Donna reviewed relevant records and conferred with Jen on her results.	DW			