

TOWN OF ROWE - BOARD OF ASSESSORS
Meeting Minutes - Wednesday, December 8, 2021 – 9:00 a.m.
Rowe Town Hall – Assessors’ Meeting Room

This meeting was held at the Rowe Town Hall. Zoom audio/video conference was made available to the public.

Present: Chair Rick Williams, Assessors’ Herb Butzke, Ellen Miller (remote) and Assessor’s Administrative Assistant Christine Bailey.

- 1. Call to Order:** The meeting was called to order by Chair Williams at 9:08 a.m.
- 2. Minutes:** - By roll call vote (Rick—aye, Ellen—aye, Herb—aye) the Assessors approved the minutes of the September 15, 2021 (Reg), September 27, 2021 (Reg) and October 12, 2021 (Reg) meetings.
 - Outstanding 2020 Minutes: Jun 30, 2020 (Reg & ES), Jul 21, 2020 (Reg), Aug 27, 2020 (Reg & ES), Sept 16, 2020 (Reg), Sep 22, 2020 (Reg), Sep 29, 2020 (Reg)
 - Outstanding 2021 Minutes: November 10, 2021 (Reg), November 10, 2021 (ES-Att Klebanoff, November 10, 2021 (ES-Veteran’s Exemptions and RE Abatements Applications)
- 3. MVE Warrant:** A motion to approve was made, seconded, and passed unanimously by roll call vote (Rick—aye, Ellen—aye, Herb—aye) for MVE warrant 2021 – Commitment #5 in the amount of \$442.19.
- 4. FY22 Budget/Payables:**
 - Chair Williams notified the Town Accountant of charge code errors in reference to two recent George E. Sansoucy, PE, LLC invoices. Both invoices in question had been incorrectly coded for ATB Consulting/Legal Support instead of Annual Updates – T&D and Annual Updates – Hydro, respectively. The invoice charge coding has been corrected in the accounting system.
 - A motion to approve was made, seconded, and passed unanimously by roll call vote (Rick—aye, Ellen—aye, Herb—aye) for payment of George E. Sansoucy, PE, LLC invoice no. 0024792-IN-A in reference to Bear Swamp ATB Abatement for \$1,102.50

FY22 Acct	Acct #	7-1-21 Approp	Curr Bal (11-23-21)	Payroll/Payables	Amount	New Bal
BOA Stipends	01-141- 5100-00000	\$5,354	\$4,015.49			
Asst Assessor Wages	01-141- 5102-00000	\$12,000	\$6,879.50			
BOA Operations	01-141- 5701-00000	\$9,900	\$1,724.30			
ATB Consulting/ Legal Support	03-141- 5901-03166	\$50,000	58,419.08	GE Sansoucy – Bear Swamp ATB Abatement support through 10/31/2021	\$1,102.50	\$57,316.58
Quint Reval – RES/CIP	03-141- 5902-03178	\$1,600	\$6,400			
Quint Reval - YAEC	03-141- 5902-03179	\$2,000	\$8,000			
Annual Updates - Hydro Valuations	03-141- 5902-03180	\$14,000	\$0			
Annual Updates - T&D/ROW	03-141- 5902-03181	\$5,000	\$0			

Values						
Assessors Overlay	01-1-230- 217, 218, 219, 220	\$99,959.26	\$607,917.86			

5. New Deeds, Plans, etc. – November 2021: Reviewed the following documents received from the Registry of Deeds:

- Deed **Bk 7888 Pg 144**, Map 408 Lot 007 (Mekrut Family to Berkshire Sweet Gold Maple Farm, LLC – Brooks McCutchen), Sale Price: \$100,000; Assessed Value: \$2,320; NAL-T (abutter) & V (multi-parcel). This sale involves purchase by an abutter, involves parcels in both Rowe and Heath, and is currently in Chapter 61. Also, the new owner should be forwarding paperwork to the Assessor's office if the land is to remain in Chapter 61. Chair Williams would like to do more research on the property.
- Order of Notice (re: possible foreclosure) **Bk 7884 Pg 342**, Map202 Lot 069 (Christine Levitre to Bank of America).

6. FCCIP Building Permits - Reviewed the following building permits:
September 2021:

- Map 403 Lot 002, Raymond & Marilyn Wilson, 37 Potter Rd, Permit no. R-21-0787, New Exterior Doors, \$552
- Map 408 Lot 039, Coastline Property Renovations, 32 Davenport Branch Road, Permit no. R-21-0772, Structural Improvements to timber frame, \$5,000
- Map 402 Lot 075, Herbert & Donna Butzke, 137 Leshure Road, Permit no. R-21-0726, Installation of 10kW AC Ground Mounted PV Array, \$50,625

October 2021

- Map 202 Lot 010, Becky Richardson, 27 Newell Cross Road, Permit no. R-21-0875, New siding on house \$24,199
- Map 403 Lot 014 Edward & Sandra Daviau, 17 Potter Road, Permit no. R-21-0818, Building a 32x8 deck, \$18,845

7. FY22 Abatement/Exemption Applications received:

To date, the Assessors' office has received two FY22 residential abatement applications, fifteen FY22 power company abatement applications (13 applications from Bear Swamp and 2 applications from Great River Hydro, National Grid – NEP & MEC did not file an abatement) and one senior exemption application. Chair Williams stated the Assessor's have 3 months in which to act on the applications.

8. FY23 BOA Budget Preparation:

a. REVAL Appraisal Quotes:

- We are in the final year of multi-year appraisal contracts with George E. Sansoucy, PE LLC for the hydroelectric power companies (GRH, Bear Swamp) and for the T&D power companies (National Grid- NEP & MEC). The quotes are \$14,000 and \$5,000, respectively.
- Chair Williams requested and received quote from George E. Sansoucy, PE LLC for revaluation appraisal of the Yankee Atomic Independent Spent Fuel Storage Installation (ISFSI). The quote is for \$9,500. The Assessors will need to submit a Special Municipal Employee disclosure form from Sansoucy to the BOS for approval.
- Chair Williams requested quote for Balance of Town Revaluation support from Duane Adams at Mayflower Valuations. Preliminary discussions with Duane indicated the quote will be greater than \$10,000 which may invoke MGL Chap 30B requirement for

solicitation of additional quotes. Duane will provide a formal quote by first of next week. Rick has also contacted Patriot Properties for a quote but has not heard any response yet.

- Ellen stated that per previous discussions with IG Office, the Assessors are exempt from Chap 30B requirement to solicit extra quotes for valuation services of this nature.

b. Administrative Assistant wages:

- Chair Williams discussed new wage and salary schedule developed by the Board of Selectmen and recommended (although not mandated) for adoption by other departments. It was suggested that Board members review the materials provided and independently fill out the screening checklist for Assessors Administrative Assistant position. At next meeting, the Assessors will compare their screening checklist results and make determination on Administrative Assistant wages and decide whether to adopt the new wage and salary schedule system.

9. FY23 – FOL/Chap 38D&F/3ABC Mailings:

- The Assessor's office has target of December 31, 2021 to mail out FY23 FOL mailings to all businesses and second home owners in town. Sansoucy will need to provide wording for Chap 38D&F RFIs which go out with the FOL mailings to the power companies (GRH, Bear Swamp, National Grid). Submittals are due back to the Assessor's office by March 1, 2022.
- The Assessor's office has target of December 31, 2021 to mail out FY23 3ABC mailings to all exempt property owners in town (Rowe Historical Society, New England Forestry Foundation, Rowe Camp and Conference Center). Submittals are due back to the Assessor's office by March 1, 2022. It was noted that the Rowe Historical Society FY23 3ABC form has already been submitted.

10. Executive Session: E.S. under MGL c.30A, §21(a), Item 3 was not needed.

11. Correspondence: The following correspondence was discussed and emailed to Assessor's Herb Butzke and Ellen Miller.




- a. Department of Unemployment Assistance – Annual Board of Assessors report re: small business listing.
- b. Chair Williams and Assessor Ellen Miller will be attending the HHCAA 2021 Annual Meeting via Zoom (Thursday, December 9, 2021 at 9:00 a.m.) – Topic of meeting: ATB Process during the pandemic.
- c. DLS is offering Training videos on Property Tax Abatement process. Christine has been watching them to refresh herself and to make sure the office is following all requirements, etc.
- d. IGR21-24, Property Tax Exemptions for Solar Powered, Wind Powered, Fuel Cell Powered and Energy Storage Systems. Rick stated this IGR pertains to Commercial Properties. He mentioned that if the proposed cell tower is ultimately approved and built, the Assessors will need to seek guidance on how to assess such property.

12. Next Meeting: December 22, 2021, at 9:00 a.m.

13. Adjournment: Unanimous vote to adjourn the meeting at 9:45 a.m.

Respectfully submitted,

Christine Bailey

Approved:  12-22-21
Frederick N. Williams, Chair Date

Ellen B. Miller

Herbert G. Butzke