

Town Of Sandwich

THE OLDEST TOWN ON CAPE COD

OFFICE OF THE BOARD OF ASSESSORS
ASSESSING DEPARTMENT



16 Jan Sebastian Drive
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June 5, 2018

SANDWICH BOARD OF ASSESSORS

The Board of Assessors meeting is called to order at 4:33 p.m.

PRESENT: Nicholas Fernandes, Chair, Larry Harrington, Vice-Chair, Robert James, Member, Ed Childs, Director of Assessing and Laura Watts, Recording Secretary

Mr. James motions to approve the open session and executive session minutes from April 24, 2018 as written. Mr. Fernandes seconds. Mr. Harrington abstains. The motion passes.

PUBLIC FORUM: NONE

REVIEW ANY CORRESPONDENCES/NEWSLETTERS: NONE

DIRECTOR OF ASSESSING REPORT:

- **1st and 2nd Quarter Preliminary Bills**

Mr. Childs informs the Board that processing of the FY'19 first and second quarter bills is moving along. He needs to have the commitment to the Tax Collector by June 13th. June 6th will be the deadline for data entry. The office staff has been cleaning up the personal property accounts to prepare them for the commitment. Soft Right will assist with the commitment early next week to make sure everything balances and then the Tax Collector will receive the information. The bills will be mailed on June 30th. Mr. Childs reminds the Board that these real estate bills will not carry a value. The value and rates will be set on the 3rd and 4th quarter bills.

- **Zoning Updates**

Mr. Childs explains the office staff has completed a project updating zoning information on all parcels in Pk. The next project will be inputting the overlay districts on the 4500 parcels that fall in overlay districts.

- **New Building Permit Software**

Mr. Childs has been working with the Building Department to coordinate the database for the new permit program. The new program is called Full Circle Technology and they have worked with Pk before.

- **PILOT Program**

At the next meeting on July 10th, Mr. Childs will have letters prepared for non-profits who may want to take part in a PILOT program. He asks the Board if they would like to invite the reporter from the Sandwich Enterprise to this meeting. The Board is in agreement.

- **Town Website**

Mr. Childs tells the Board the new website has launched. He will be able to build the page with the content and information that he wants to make available to the public and he would like the Board to think of information that they would like to see included. Mr. James mentions including

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a list of PILOT participants and an explanation of the PILOT program. The Board and Mr. Childs are in agreement.

REVIEW & SIGN ANY SIGNATURE ITEMS:

- Month Ends – May 2018
- 2018 Motor Vehicle Commitment #3 - \$186,547.80
- 2018 Farm Plate Commitment - \$983.75
- Request to Record Release of Classified Forest-Agriculture or Horticultural-Recreation Land Tax Lien for 19, 23, 35 and 39 Gully Lane

REVIEW ANY ABATEMENTS/EXEMPTIONS:

Mr. James motions to enter into Executive Session at 4:55 p.m. under M.G.L. Ch. 59 § 60 for the purpose of discussing abatements and exemptions. Mr. Harrington seconds. Mr. Fernandes, Mr. Harrington and Mr. James approve the motion. The vote is unanimous by roll call vote.

The Board reconvenes in Open Session at 5:04 p.m.

NEW BUSINESS:

- **Board Reorganization**

Mr. James nominates and motions to elect Mr. Harrington as Chair of the Board. Mr. Fernandes seconds. The vote is unanimous.

Mr. Fernandes nominates and motions to elect Mr. James as Vice-Chair of the Board. Mr. Harrington seconds. The vote is unanimous.

Mr. James nominates and motions to elect Mr. Fernandes as Secretary/Clerk of the Board. Mr. Harrington seconds. The vote is unanimous.

- **Meeting Schedule**

Mr. James motions to accept the meeting schedule (July-December 2018) as presented. Mr. Fernandes seconds. The vote is unanimous.

Mr. James motions to adjourn. Mr. Fernandes seconds. The vote is unanimous.

The meeting adjourns at 5:10 p.m.

Respectfully submitted,



Laura C. Watts, Recording Secretary
Cc: Town Clerk

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EXECUTIVE SESSION SANDWICH BOARD OF ASSESSORS

Mr. James motions to enter into Executive Session at 4:55 p.m. under M.G.L. Ch. 59 § 60 for the purpose of discussing abatements and exemptions. Mr. Fernandes seconds. Mr. Fernandes, Mr. Harrington and Mr. James approve the motion. The vote is unanimous by roll call vote.

PRESENT: Nicholas Fernandes, Chair, Larry Harrington, Vice-Chair, Robert James, Member, Ed Childs, Director of Assessing and Laura Watts, Recording Secretary

Mr. Harrington recuses himself from the next topic of discussion.

Mr. Childs informs Mr. Fernandes and Mr. James that an issue has come up regarding the listing of Mr. Harrington's property at 175 Route 6A. There were two notations in the old system and these notations were somehow dropped during the conversion to the Pk system. Mr. Childs did the relisting in March and contacted the Department of Revenue and it was suggested he follow MGL Ch. 58 § 8 which allows the DOR to review the FY '18 property assessment. This would eliminate the Board acting on a Real Estate abatement for a current Board member. Mr. Fernandes and Mr. James both agree that Mr. Childs pursue this route.

Mr. James motions to authorize Mr. Childs to follow MGL Chapter 58 § 8 to fix the issue with the property located at 175 Route 6A. Mr. Fernandes seconds. Mr. James and Mr. Fernandes approve the motion. The vote is unanimous by roll call vote.

Mr. Harrington returns to Executive Session at 5:00 p.m.

The following exemption and deferral were reviewed and recommended for approval as it meets all the criteria for the Commonwealth of Massachusetts on FY'18 real estate tax bills. (See Exemption Log dated 6/5/2018 Bill #7236)

Mr. Harrington motions to approve the exemption and deferral on Real Estate Tax Bill #7236. Mr. James seconds. Mr. Fernandes, Mr. Harrington and Mr. James approve the motion. The vote is unanimous by roll call vote.

Mr. James motions to return to open session at 5:04 p.m. to discuss New Business. Mr. Harrington seconds. Mr. Fernandes, Mr. Harrington and Mr. James approve the motion. The vote is unanimous by roll call vote.

Respectfully Submitted,

Laura C. Watts, Recording Secretary
Cc: Town Clerk

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