

Town Of Sandwich

THE OLDEST TOWN ON CAPE COD

OFFICE OF THE BOARD OF ASSESSORS
ASSESSING DEPARTMENT



16 Jan Sebastian Drive
Sandwich, MA 02563-2319

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September 11, 2018

SANDWICH BOARD OF ASSESSORS

TOWN CLERK
TOWN OF SANDWICH

OCT 19 2018

8 H 37 M AM
RECEIVED & RECORDED

The Board of Assessors meeting is called to order at 4:35 p.m.

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

Mr. James motions to approve the open session and executive session minutes from August 14, 2018 as written. Mr. Fernandes seconds. The vote is unanimous.

PUBLIC FORUM: NONE

REVIEW ANY CORRESPONDENCES/NEWSLETTERS: NONE

DIRECTOR OF ASSESSING REPORT:

Mr. Childs informs the Board that the Department of Revenue has changed its policy for signing forms on Gateway. He asks the Board to take a vote which will allow the Director to sign regulatory forms that are deemed permissible by the DOR on their behalf effective July 1, 2018 through June 30, 2019. Mr. James motions to approve the request. Mr. Fernandes seconds. The vote is unanimous. Mr. Childs adds that he would like to include a fifteen minute training session on Gateway during a future meeting. There may be times when the board will have to log in with their credentials to sign a particular document. Mr. Harrington asks about remote participation at meetings and Mr. Childs says he can have more information about this at the next meeting.

Mr. Childs gives the Board a quick update on the 2017 sales analysis that the Assessing appraisal staff has been working on. He touches on waterfront property and sales differences between small cottages and fully renovated homes. He says the appraisal staff will be done with the residential sales analysis by the end of September. He will have more information on commercial values at the next meeting on September 25th. Mr. Childs tells the Board that he has met with Tim Burns who works for Cred, a company that values cell sites. Mr. Burns visited several cell sites in Town and determined that the cell tower companies are underreporting the value of their equipment. For a small amount of money (\$15,500; of which \$3,500 will come out of the Assessing Department's budget this year) he can do a complete valuation of each site. This could generate an additional \$60,000 in revenue.

Lastly, he updates the Board on work that is being done with GIS Tech, Maribeth Chassey. They have been adding parcels to update MapGeo in order to make it 911 compliant. The office staff has also finished updating PK with flood zone and overlay district information on all necessary parcels.

REVIEW & SIGN ANY SIGNATURE ITEMS:

- Month Ends – August 2018
- 2018 Motor Vehicle Recommitment - \$216.14
- FY'19 Preliminary CPA Warrant - \$835,900.63
- FY'19 Preliminary Real Estate Warrant - \$2086.42

REVIEW ANY ABATEMENTS/EXEMPTIONS:

Mr. James motions to enter into Executive Session at 5:22 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.

The Board reconvenes in Open Session at 5:53 p.m.

NEW BUSINESS:

Mr. Harrington asks about having future Board of Assessors meetings at the newly renovated Sand Hill School. Mr. Childs says that all files and data are located at 16 Jan Sebastian Drive. He would prefer that the meetings continue to be held at the current location.

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

The meeting adjourns at 5:54 p.m.

Respectfully submitted,



Laura C. Watts, Recording Secretary
Cc: Town Clerk

Supporting Documents:

1. Ratio Analysis Summary Report FY'19, dated September 11, 2018 (8 pages)

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September 11, 2018

EXECUTIVE SESSION SANDWICH BOARD OF ASSESSORS

Mr. James motions to enter into Executive Session at 5:22 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: Larry Harrington, Chair, Robert James, Vice-Chair, Nick Fernandes, Member, Ed Childs, Director of Assessing and Laura Watts, Recording Secretary

Mr. Childs presents the Board with a sample letter that he would like the Board to review. This letter will be sent to the owners of tax exempt properties in town in hopes of opening up a discussion on a PILOT (payment in lieu of taxes) Program. The letter will be sent on Board of Selectmen letterhead once the FY'19 values have been set at the end of the calendar year. Mr. Childs has put together a spreadsheet of the tax exempt parcels and he asks the Board to review the list and eliminate the parcels that they believe should not receive the letter. There is a discussion on who should or should not receive one and the Board agrees that the cemeteries as well as the Sandwich Conservation Trust should be eliminated. Mr. Fernandes believes everyone else should receive the letter so that no one is singled out. The Board is in agreement. They approve the letter. Mr. Childs will have the letter put on Selectmen letterhead and send it to Mr. Dunham and the Board of Selectmen for their approval.

Mr. James motions to return to open session at 5:53 p.m. to discuss New Business. Mr. Fernandes 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

Supporting Documents:

1. Sample letter to Exempts regarding PILOT program, dated September 2018 (1 page)
2. PILOT Exempt list for Review FY'19 (2 pages)

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