

Town Of Sandwich

THE OLDEST TOWN ON CAPE COD

OFFICE OF THE BOARD OF ASSESSORS
ASSESSING DEPARTMENT



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October 23, 2018

SANDWICH BOARD OF ASSESSORS

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 minutes from October 9, 2018 as written. Mr. Fernandes seconds. The vote is unanimous.

PUBLIC FORUM: NONE

REVIEW ANY CORRESPONDENCES/NEWSLETTERS: NONE

DIRECTOR OF ASSESSING REPORT:

Mr. Childs begins by reviewing the Board's meeting schedule. A schedule has been provided with meetings through June 2019. Mr. Harrington and Mr. James will be away for much of January, so the Board agrees to remove the January 8th meeting and replace it with a meeting on January 29th. It appears the other dates listed will have a quorum. Mr. Fernandes would like Mr. Childs to speak with Taylor White, Town Clerk, about the possibility of remote meetings.

Mr. James motions to approve the meeting schedule as revised. Mr. Fernandes seconds. The vote is unanimous.

Mr. Childs presents the PILOT letter to the Board. It was initially discussed that the letters would be put on Board of Selectmen letter head, but Mr. Dunham and the Board of Selectmen would like it put on Board of Assessors letter head with Mr. Childs signing on behalf of the Boards. Mr. Childs asks the Board if they would like to also sign the letter. Mr. Harrington says it may be more powerful to have the Board sign along with Mr. Childs. Mr. James feels if this is what Mr. Dunham suggests, they should do as proposed. If there are no responses, then a second notice could be sent with Board signatures. The Board does ask Mr. Childs to add a response date and they agree to sixty days from the date of the letter. Mr. Childs will add the response date of March 1, 2019 to the letter which is also the deadline for the 3ABC fillings.

Mr. James motions to approve the letter as amended. Mr. Fernandes seconds. The vote is unanimous.

Lastly, Mr. Childs updates the Board on happenings in the Assessing office. Mr. Styche and Mr. Brennen continue to work on cyclical inspections. They are also analyzing outliers of residential sales (short sales). The new building permit software should be online as of January 1st. The Boat excise was mailed. The RMV will be instituting a new program for municipalities to access info beginning November 2019. The office staff continues to research developer lots and plan dates and is entering this data into PK. Gateway will require the Board to login and sign DOR documents. Mr. Childs will no longer be able to sign on the Boards behalf. Course 101 is now available online. Laura Watts, Kevin Brennen and Jen Reekie will be taking the course as soon as

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the IT department has them setup on Gateway. Mr. Childs hopes that they will complete the course by early winter.

REVIEW & SIGN ANY SIGNATURE ITEMS: NONE

REVIEW ANY ABATEMENTS/EXEMPTIONS: NONE

Mr. James motions to enter into Executive Session at 5:09 p.m. for the purpose of addressing a personnel issue. Mr. Fernandes seconds. The vote is unanimous by roll call vote.

The Board reconvenes in Open Session at 5:17 p.m.

NEW BUSINESS:

Mr. Childs tells the Board that the annual BCAA Christmas party will most likely be on a Friday this year and he anticipates it will be held the first week of December.

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

The meeting adjourns at 5:20 p.m.

Respectfully submitted,



Laura C. Watts, Recording Secretary
Cc: Town Clerk

Supporting Documents:

1. Suggested Board of Assessors Meeting Schedule to June 30, 2019 (1 page)
2. Sample PILOT letter (1 page)

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EXECUTIVE SESSION SANDWICH BOARD OF ASSESSORS

Mr. James motions to enter into Executive Session at 5:09 p.m. for the purpose of discussing a personnel issue. 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 informs the Board that he is dealing with a few medical issues. He should know by next week if anything will require surgery. He wanted to inform the Board in case this could require an extended leave of absence. Mr. Harrington asks about his ability to work from home. Mr. Childs says he does have access to everything, but he will make sure Mr. Styche is prepped and ready to handle any issues if it comes to that.

Mr. James motions to return to open session at 5:17 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

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