

Meeting Date: Thursday, January 23, 2014
Called to Order: 1:50 pm
Meeting Adjourned: 3:00 pm
Members Present: Debbie George, Don Graham, Joe Theriault
Other(s) Present: Linda Couture, Sue Fitterman, Harald Scheid

The minutes from December 19th were approved.

Ongoing Business:

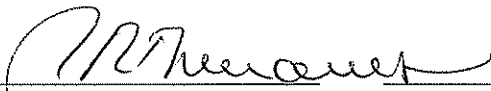
1. The board discussed the Action Item List from December. As a follow-up item, Sue will review the Fruitlands FY15 3ABC application for documentation regarding their rental properties.
2. Review/Approve Draft BOA Policies: Joe distributed copies of the draft BOA Policies and Procedures dated January 23, 2014 and asked everyone present to review the document during the next month.
3. Solar Garden/PILOT Update: A draft PILOT (Payment In Lieu Of Taxes) document has been written, but to date no PILOT agreement has been reached between the Town of Harvard and the Harvard Community Solar Gardens. Harald handed out copies of his analysis of how the assessors might value the Harvard Community Solar Gardens on a "full and fair cash value" basis (using both the income approach and the cost approach) and what the personal property taxes might be over a ten-year period.
4. Review RRG Calendar:
 - a. Harald handed out copies of the updated RRG Calendar and reviewed the status of the January activities.
 - b. RRG would like to begin making monthly backups of the Vision assessing data onto a thumb drive to store offsite. Sue will research how Vision data is currently being backed up.
 - c. Harald recommends that Harvard use Vision's archival feature to capture the FY2014 assessing data, instead of printing 2600+ property cards. Sue and Linda will discuss the \$145.00 fee for this service with Finance Director Lorraine Leonard.
 - d. Since the Department of Revenue will be performing a recertification audit of Harvard in 2014, Harald gave an overview of the process. Linda Couture of RRG will handle the residential portion of the audit, and Jeff Reynolds of RRG will handle the commercial and industrial properties.

New Business:

1. Sign Reports: The board signed the Motor Vehicle Excise Abatement Report.
2. Review New FY15 Chapter 61 Application: The board noted that the dates on the new Forestry Management Plan submitted with the application may be incorrect. Sue will contact the Forester to discuss.
3. Review FY14 Abatement Applications: This item was tabled until the February meeting.
4. Assessment/Sales Ratios: The board discussed a comment made at the last Board of Selectmen meeting regarding assessment/sales ratios, and requested copies of the monthly deeds cover sheets that contain the ratios. Sue will bring copies to the February meeting.

The next meeting is tentatively scheduled for Thursday February 20th at 1:45 PM.

Date Approved: 2/20/14



Joseph R. Theriault Debra M. George



Don Graham

TOWN OF HARVARD
BOARD OF ASSESSORS

ACTION ITEM LIST
FROM JANUARY 23, 2014 MEETING

<u>Action Item</u>	<u>Person(s)</u>	<u>Due Date</u>	<u>Date Completed</u>
1. Request funding for Vision Archival service	Sue & Linda	2/20/14	1/24/14
2. See IT re: backup of electronic assessing data	Sue	2/20/14	
3. Provide copies of monthly assessment/sales ratios to Board of Assessors	Sue	2/20/14	2/20/14
4. Review Fruitlands FY15 3ABC application for documentation re: rental properties	Sue	2/20/14	2/20/14
5. Contact Forester re: Chapter 61 application	Sue	2/20/14	1/24/14