

Meeting Date: Thursday, July 24th, 2014
Called to Order: 4:00pm
Meeting Adjourned: 5:39pm
Members Present: Joe Theriault, Debbie George, Don Graham
Other(s) Present: Linda Couture, Amanda Belliveau,

The minutes from June 19th and June 24th were reviewed with requested changes

Ongoing Business:

1. The Board reviewed the Abatement Process (in regards to the Harvard General Store)
 - a. Harald has spoken to Mr. Hayward regarding an abatement vs. a revaluation. He also updated Mr. Hayward that he would need to wait until the Accountant and Treasurer processed the payment through for the abatement refund to be received.
2. The Board discussed the Action Item List from the June 19th and June 26th meetings
3. The Board reviewed the Policy Manual
 - a. Changes were made to the draft version that Joe will update
 - b. A new draft will be presented at the next meeting
 - c. Set a target goal of September 17th to have the Policy manual posted to the Town website
4. The Board reviewed the Assessor's Calendar Items marked "In Progress"
5. The Board reviewed the RRG Calendar
6. Linda Couture presented a current sales median
7. Information regarding the Disaster Recovery Plan will be added to the Board Policy manual by Joe Theriault
 - a. The Board discussed the Abatement Process

New Business:

1. The Board signed the Motor Vehicle Abatement Report for July
2. The Board discussed the handling of the Harvard General Store Abatement process
 - a. The Board discussed their policy to review any request for abatement that might be controversial.
 - b. The Board agreed that those requests that are determined to be potentially controversial by the Principal Assessor (RRG) would be reviewed methodically by the Board.
 - c. At the next meeting the Board will speak with Harald regarding what could have been done differently by the Board.
3. The Board discussed the process for inspections.
 - a. A follow up to an incident that happened was to discuss what the process for inspections is that is followed by RRG
 - b. All RRG inspectors follow the same protocol that they notify the homeowner by knocking and leaving documentation; they wear identification and have additional identification on their vehicle. The

Minutes **Board of Assessors** **Town of Harvard**

Town police are also notified of the license plate information of the RRG employee vehicles

- c. The Board discussed adding a statement to the website on how and when to contact the Board of Assessor's if necessary and if a statement in the newspaper would be appropriate to help residents be more aware of inspections and the period of time they occur during the year
- d. The Board agreed to add this information to the Board of Assessor's Policy

A date of was set for the next meeting of the Board

Date Approved: _____

Joseph R. Theriault

Debra M. George

Don Graham