



**Town of Grafton**  
Office of the Board of Assessors  
Drew Manlove – Principal Assessor  
30 Providence Road  
Grafton, MA 01519

Tel. (508) 839-5335 Ext 1165 • Fax (508) 839-4602  
TTY (508) 839-1415  
[assessors@grafton-ma.gov](mailto:assessors@grafton-ma.gov)

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2016 AUG 18 PM 12 03

**MINUTES**  
**BOARD OF ASSESSORS**  
**July 6, 2016**

A meeting of the Grafton Board of Assessors was held in the Grafton Municipal Center on Wednesday, July 6, 2016. Chairman Drew Manlove, Clerk Marsha Platt and Member Ken Grew were present at the meeting.

**1. CALL TO ORDER**

Chairman, Drew Manlove called the meeting to order at 8:33 AM.

**2. ACTION ITEMS**

**A. Approval of Minutes:** A motion to approve the minutes from May 24, 2016 was made by Ken Grew and seconded by Marsha Platt. Motion passed.

**B. Bills – April:** The following FY 2016 bills were approved:

Real Estate Research Consultants	\$ 3,390.00
Advanced Business Systems	\$ 90.84
Drew Manlove	\$ 107.56
Worcester District Registry of Deeds	\$ 6.00
MLS Property Information Network	\$ 343.22
Real Estate Research Consultants	\$ 5,370.00
ESRI	<u>\$ 2,000.00</u>
	\$ 11,307.62

**C. Real Estate Exemption:** A motion to deny a FY 2016 personal exemption for James W. Cote, 268 Upton Street, was made by Drew Manlove and seconded by Ken Grew. Motion passed.

**D. Reorganization of Board:** A motion to maintain the existing status of the Board was made by Ken Grew and seconded by Drew Manlove. Motion Passed. The Board will remain as follows: Drew Manlove, Chairman, Marsha Platt, Clerk and Ken Grew, Member.

Drew Informed the Board that Ken Grew was reappointed to the Board of Assessors for another 3 year term.

**3. DISCUSSION ITEMS**

**A. Update on Personal Exemption Numbers:** The Board reviewed the FY 2016 real estate reimbursement request that was submitted electronically to the Department of Revenue. Drew noted there was a slight decrease in exemptions granted. There were a total of 155 exemptions granted in FY 2015 and a total of 148 exemptions granted in FY 2016.

The Board discussed helping taxpayers complete exemption applications. Through discussions with Assessors from other towns, Drew heard that some have their Council on Aging assist taxpayers with completing the applications to avoid any conflict of interest. The Board felt that having the office staff assist taxpayers on how to complete the application does not pose a conflict of interest.

**B. Update on Real Estate and Personal Property Preliminary Commitment:** Drew updated the Board on the preliminary real estate and personal property files. The files have been created in Softright and were turned over to Jessica Gomez, Treasurer/Collector on June 8, 2016. Real estate was committed in the amount of \$17,891,737.80 with associated CPA in the amount of \$186,898.40 and personal property was committed in the amount of \$439,715.14.

**C. Motor vehicle excise commitments 2016-03 & 2016-99:** The Board was notified that motor vehicle commitments 2016-02 and 2016-99 have been received and should be processed next week.

**4. CORRESPONDENCE**

Drew informed the Board he received correspondence regarding Verizon's court cases with municipalities. There are a couple of cases that deal with split tax rates and a couple that deal with FY 2010, FY 2011 and FY 2012 Appellate Tax Board appeals. The appeals that directly affect Grafton concern FY 2010 – FY 2012. Drew advised the Board that he is going to get more background information including possible legal defense and will contact Attorney Will Hazel to touch base regarding a settlement.

**5. ANY OTHER ITEM WHICH MAY LAWFULLY COME BEFORE THE BOARD**

Drew informed the Board the Massachusetts State Police Museum and Learning Center has filed a 3ABC. They were unaware of the process and have never filed before. Ken Grew made a motion with the understanding that there is a learning curve and in view of past actions by the Board to accept the 3ABC for the Massachusetts State Police Museum and Learning Center. Drew Manlove seconded the motion. Motion passed.

Drew will send a letter to the Massachusetts State Police Museum and Learning Center notifying them that the Board voted to accept their 3ABC application. Drew will also let them know that the deadline for filing is March 1 and failure to submit by the deadline with result in a denial.

Drew informed the Board that he will be out of the office the first week of August and will be teaching MAAO Course 5 at UMASS Amherst.

**6. MEETING DATES**

Tuesday, August 16, 2016 at 9:00 AM

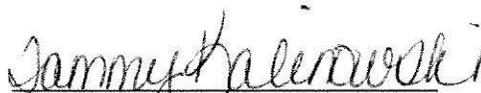
**7. EXECUTIVE SESSION**

None.

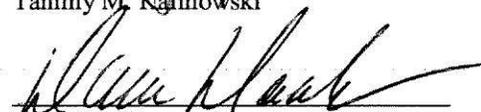
**8. ADJOURNMENT**

A motion to adjourn the meeting at 9:14 AM was made by Ken Grew and seconded by Marsha Platt. The motion passed.

Minutes typed and recorded by:

  
Tammy M. Kalinowski

Approved:

  
Drew Manlove

**EXHIBITS:**

- Draft minutes May 24, 2016, 2 pages.
- FY 2016 Schedule of Bills Payable, May 25, 2016 and May 27, 2016, June 10, 2016 & June 21, 2016.
- Real estate exemptions, 1 application.
- FY 2015 MDM, 1 page.
- FY 2016 MDM, 1 page.
- FY 2010 – FY 2016 Personal Exemptions spreadsheet, 1 page.
- Preliminary FY 2017 Real Estate Assessors Warrant to Collector, dated June 8, 2016, 1 page.
- Preliminary FY 2017 Community Preservation Act Surcharge Assessors Warrant to Collector, dated June 8, 2016, 1 page.
- Preliminary FY 2017 Personal Property Assessors Warrant to Collector, dated June 8, 2016, 1 page.
- 3ABC application, 1 application.