



**Town of Grafton**  
Office of the Board of Assessors  
Drew Manlove – Principal Assessor  
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**MINUTES  
BOARD OF ASSESSORS  
July 30, 2015**

A meeting of the Grafton Board of Assessors was held in the Grafton Municipal Center on Thursday, July 30, 2015. Chairman Marsha Platt, Member Ken Grew, Clerk Drew Manlove and Tammy Kalinowski were present at the meeting.

**1. CALL TO ORDER**

Chairman, Marsha Platt called the meeting to order at 10:34 A.M.

**2. ACTION ITEMS**

**A. Approval of Minutes:** None.

**B. Bills –June & July:** The following FY 2015 bills were approved:

Regional Resource Group	\$ 8,811.25
Real Estate Research Consultants	\$ 1,000.00
Reliable Office Supplies	\$ 107.05
Jaime Smith	\$ 54.05
Drew Manlove	\$ 51.18
MLS	\$ 348.00
MAAO	\$ <u>50.00</u>
	\$ 10,421.53

The Following FY 2016 bills were approved:

Drew Manlove	\$ 102.35
Real Estate Research Consultants	\$ 7,020.00
Real Estate Research Consultants	\$ 1,000.00
Registry of Deeds	\$ 6.00
Advanced Business Systems	\$ 276.24
Drew Manlove	\$ <u>500.00</u>
	\$ 8,904.59

**C. Overlay Account:** The Board reviewed and discussed the overlay accounts for FY 2009, FY 2010 and FY 2011. A motion to release \$15,000 from FY 2009 overlay, \$225,000 from FY 2010 overlay and \$50,000 from FY 2011 overlay was made by Ken Grew and seconded by Drew Manlove. Motion passed.

**D. MCI ATB Settlement:** Drew updated the Board on the MCI Appellate Tax Board (ATB) settlement. On July 7, 2015 Drew spoke with Ginny Kremer, Town Counsel, regarding an offer for settlement from Attorney William Hazel, representing MCI. Ginny asked that Drew send all documents for her review. Drew informed the Board he continued to forward documents, via email, to Ginny as he got them and had questions about the settlement amounts and the timeline to settle. Drew received no response. Tim McInerney, Town Administrator, contacted Ginny and asked that she respond to Drew. Drew has still not heard from her. Drew informed the Board that MCI was looking to settle at \$17,000. A motion to authorize Drew to negotiate with the MCI representative for settlement not to exceed \$14,500 was made by Ken Grew and seconded by Marsha Platt. It was further discussed that the motion is being made in view of the timeline and lack of response from Town Counsel and the Board feels that they need to act as the deadline for the offer has passed. Motion passed.

- E. Reorganize the Board of Assessors:** A motion to nominate Drew Manlove as chairman was made by Marsha Platt and seconded by Ken Grew. Motion passed.

A motion to nominate Marsha Platt as Clerk was made by Ken Grew and seconded by Drew Manlove. Motion passed.

A motion to nominate Ken Grew as Member was made by Marsha Platt and seconded by Drew Manlove. Motion passed.

- F. Planning Board Request for Comments – Special Permit Modification SP 2015-8 – Knowlton Farms Solar Development – BlueWave Capital, LLC (Applicant) – 43 Estabrook Avenue – Map 49, Lot 1:** The Board had no comment.

Drew informed the Board that there are deadlines for comments on the Planning Board Request for Comments and asked the Board if it was ok to respond by the deadline if there was no Board of Assessors meeting prior to said deadline. The Board said yes, Drew should respond by the deadline.

### **3. DISCUSSION ITEMS**

- A. House Numbering on Pleasant Street:** The Board met with Deidra & Robert Simonds of 117 Pleasant Street and Skip Karow of 115 Pleasant Street to discuss street numbering. There was a request by Mr. Karow to renumber 117 and 119 Pleasant Street for the purpose of emergency response services. Mr. Karow was concerned that due to the current numbering it would be confusing for responders to find his house. Although 117 and 119 Pleasant Street have frontage past his house, the entrances to both lots are before his house. Drew contacted the Grafton fire Chief and the Grafton Police Chief to get their input for 911 purposes. Drew also had a phone conversation with Gary Henrich, the developer, who built 111, 117 and 119 Pleasant Street to get his input. Drew will contact Mr. Henrich and propose putting signage clearly marking 111, 117, 119 Pleasant Street and also signage with an arrow to show 115 Pleasant Street is after 111, 117 & 119 Pleasant Street. Drew will follow up with the Police and Fire Departments.

- B. Discuss Tufts Science Park PILOT Agreement:** Doug Willardson, Assistant Town Administrator, met with the Board to discuss the status of the Tufts Science Park PILOT agreement. Doug explained that Tim McInerney, Town Administrator, and Craig Dauphinais, Selectman, met with the Dean from Tufts to discuss a PILOT agreement. The Board reviewed the draft agreement that states there will be an increase of 2% each year, tufts agrees to pay and participate in the training for first responders and reimburse the Town for any emergency response related incidents, any taxes payable for commercial uses will not be credited to the annual payment and any tax paid with respect to the Science Park shall offset the annual payment. The Board suggested no reimbursement if there is a land lease involved. The Board asked what the city of Somerville gets for their agreement with Tufts. Doug stated they get more than what is being offered to Grafton because it is larger and valued at 304,000,000 Somerville versus 50,000,000 in Grafton. The Board asked that they be kept up to date on the agreement.

- C. Update on Cyclical Inspections –** Drew informed the Board that the cyclical inspections being done by Real Estate Research Consultants, Inc. (RRC) are completed and there are some photos that still need to be entered into CAMA. Drew said that the inspections done are good. Jamie Smith had given Alex Sendsik, inspector with RRC, work done by previous inspectors. The purpose was to clean up some the inspections.

- D. Motor Vehicle Excise, Section 5 and Boat Excise Commitments –** The Board was informed that motor vehicle commitment 2015-03 in the amount of \$158,909.02, Section 5 commitment 2015-99 in the amount of \$1,522.50 and motor vehicle recommitments 2013-22 in the amount of \$46.25 were turned over to the Treasurer/Collector on July 9, 2015. Bills will be issued on July 17, 2015 and will be due on August 17, 2015. The board was also informed that boat excise commitment 2015-01 in the amount of \$2,235.00 was turned over to the Treasurer/Collector on July 9, 2015. Bills will be issued on July 17, 2015 and will be due on September 15, 2015.

### **4. CORRESPONDENCE**

None.

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

Drew informed the Board that there are 48 FY 2015 supplemental bills totaling \$74,368.83 that were committed and turned over to the Treasurer/Collector. Supplemental bills will be issued on August 5, 2015 and will be due on September 4, 2015.

Drew informed the Board that the Inspector/Administrative Assistant position has been posted with MAAO and The Grafton News. Judy McKenzie has been coming in to help with work in the office. Data entry, from the inspections done by RRC, needs to be entered into CAMA. Drew informed the Board that he, the new person or both will be doing the data entry.

Drew informed the Board that he will be teaching Course 5 at UMASS net week.

**6. MEETING DATES**

Thursday, September 3, 2015 at 10:00 AM

**7. EXECUTIVE SESSION**

None.

**8. ADJOURNMENT**

A motion to adjourn the meeting at 12:30 PM was made by Ken Grew and seconded by Marsha Platt. The motion passed.

Minutes typed and recorded by:

  
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Tammy M. Kalnowski

Approved:

  
\_\_\_\_\_  
Drew Manlove

**EXHIBITS:**

- FY 2015 Schedule of Bills Payable, June 18, 2015, June 25, 2015, July 1, 2015, July 6, 2015 & July 29, 2015.
- FY 2016 Schedule of Bills Payable, July 10, 2015 & July 20, 2015.
- Overlay spreadsheets, 2 pages
- Spreadsheet of MCI tax amounts, 1 page
- Email from Kelley & Ryan, dated July 9, 2015, 3 pages