



**APPROVED**

## TOWN OF LANCASTER BOARD OF ASSESSORS

MICHAEL BURKE SR, CHAIRMAN  
DEBRA SANDERS, MEMBER  
KRISTEN FOX, MEMBER

BOBBY-JO WILLIAMS, MAA  
PRINCIPAL ASSESSOR, EXT 1312

ADAM QUIGLEY  
ASSISTANT ASSESSOR, EXT 1084

### REGULAR MEETING MINUTES

January 17, 2024 - 4:45 P.M.

Nashaway Room, 2<sup>nd</sup> Floor, Prescott Building, 701 Main Street, Lancaster MA

Members in attendance: Mike Burke Sr - Chair, Debra Sanders – Member, Kristen Fox – Member

Also in attendance: Bobbi-Jo Williams – Principal Assessor

Chair, Mike Burke Sr called the meeting to Order at 4:49 P.M. in the Nashaway Meeting Room on the second floor in the Prescott Building, 701 Main St, Lancaster, MA.

Town Administrator Kate Hodges was scheduled to appear to review the DCAMM presentation and answer any questions the Board may have however she was unable to attend due to a last-minute issue which required her attention. The Board was informed of the online Select Board meetings recorded presentations from 10/2/2023 and 11/6/2023 and asked to watch so that if there were any questions, they could be presented to the TA beforehand and discussed as needed.

D. Sanders moved to accept the Regular Meeting Minutes of December 12, 2023; K. Fox seconded. Debra Sanders, Aye; Mike Burke Sr., Aye; Kristen Fox, Aye. [3-0-0]

D. Sanders moved to accept the Executive Meeting Minutes of December 12, 2023; K. Fox seconded. Debra Sanders, Aye; Mike Burke Sr., Aye; Kristen Fox, Aye. [3-0-0]

B. Williams, Principal Assessor, presented to the Board the Chapterland applications received for Fiscal Year 2025. There were a total of 28 applications received, all currently classified, applying to continue with their classification. There were no new applications. The Board was informed that there were several applicants that had deed recordings since the original lien was recorded and it was discussed that the liens needed to be updated and recorded. Forestry application needs an amended management plan, there was a deed recorded after management plan was approved. Discussions were held regarding 2 different applications and the use of the land for some of the classified acreage, Principal Assessor to follow up. K. Fox made a motion to accept the 28 chapter applications for Fiscal Year 2025 and their classifications as indicated on the attached list, amending 18-36D to 10 acres under 61A and 28.62 under 61B with follow up and clarification from the applicant regarding the use. D. Sanders seconded. Mike Burke Sr., Aye; Debra Sanders, Aye; Kristen Fox, Aye. [3-0-0]

Members reviewed the lists provided and discussion was held regarding the request from the Tax Collector to abate uncollectible Motor Vehicle Excise for calendar years 2002-2014. Member K. Fox questioned whether or not the bills were still marked at the Registry of Motor Vehicles (RMV) or if they were no longer in existence due to the conversion with their Atlas system. The concern is that if they are still marked, they can still be collected on and would need to be recommitted if they were to pay. The RMV did communicate that there were older bills/data that was dropped with the conversion. Member D. Sanders reviewed the lists and expressed that she felt that some of the taxpayers listed were still in Town and that we should be able to collect on those. It was decided to table the request until additional questions can be answered. Principal Assessor to follow up and clarify the dates of the dropped bills due to the conversion as well as the follow up on some of the taxpayers who may still be in Lancaster. K. Fox made a motion to table the request from the Tax Collector to abate uncollectible Motor Vehicle Excise for calendar years 2002-2014 pending additional follow up. D. Sanders seconded. Mike Burke Sr., Aye; Debra Sanders, Aye; Kristen Fox, Aye. [3-0-0]

Other business – None

Member Debra Sanders offered a motion to adjourn the meeting at 5:39 P.M., seconded by K. Fox. Mike Burke Sr, Aye; Debra Sanders, Aye; Kristen Fox, Aye. [3-0-0]