



APPROVED

TOWN OF LANCASTER BOARD OF ASSESSORS

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

BOBBI-JO WILLIAMS
PRINCIPAL ASSESSOR, EXT 1312

ADAM QUIGLEY
ASSISTANT ASSESSOR, EXT 1084

REGULAR MEETING MINUTES

March 16, 2023 - 11:00 A.M.

Nashaway Room, 2nd Floor, Prescott Building, 701 Main Street, Lancaster MA

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

Member, Debra Sanders called the meeting to Order at 11:01 A.M. in the Nashaway Meeting Room on the second floor in the Prescott Building, 701 Main St, Lancaster, MA. Chair, Mike Burke Sr immediately made a motion to enter Executive Session, to reconvene back in open session, pursuant to M.G.L. c. 30A, §21(a)(3) to discuss/vote Fiscal Year 2023 Real Property Tax Abatements. D. Sanders seconded the motion. Debra Sanders, Aye; Mike Burke Sr., Aye. Motion passed. [2-0-0]

Meeting reconvened in open session at 12:45 P.M.

D. Sanders moved to accept the Regular Meeting Minutes of December 14, 2022; M. Burke seconded. Debra Sanders, Aye; Mike Burke Sr., Aye. [2-0-0]

The Board reviewed and took action on Statutory/CPA Exemption applications for fiscal year 2023; 2 – Clause 17D Senior/Surviving Spouse, existing applicants; 1 – Clause 22 Veteran, new applicant, continued discussion for 1 existing veteran applicant from 12/14/22 meeting who moved, staying within Lancaster after the qualification date of July 1, 2022 however the application was completed with the former domicile address; we reached out requesting an application with the new address which we did not receive, original application now deemed denied for no action by Board within 3 calendar months from the filing of application; 2 – Clause 22E Veteran, 1 existing applicant 1 new; 5 – Clause 41C Seniors, 4 existing applicants 1 new; 5 – CPA, 3 existing applicants 2 new, 1 application remains pending due to additional requested documentation; 1 Senior Tax Deferral. D. Sanders made a motion to approve the following exemption applications; 2 existing clause 17D, 1 new clause 22, 1 existing & 1 new clause 22E, 3 existing clause 41C, 2 existing & 2 new CPA and deny the following exemption applications; 2 clause 41C applications for exceeding the income/asset limitations. M. Burke Sr. seconded. Debra Sanders, Aye; Mike Burke Sr, Aye; [2-0-0] D. Sanders made a separate motion to deny the Senior Tax Deferral application for income exceeding the qualification limit. M. Burke Sr. seconded. Debra Sanders, Aye; Mike Burke Sr, Aye; [2-0-0].

The Board discussed the receipt of one FY2024 Chapter Land Forestry application for map/parcel 41-98F continued from 10/26/2022 meeting. We were awaiting the management plan which we received on 2/6/2023. D. Sanders made a motion to accept the Chapter 61 application and forest management plan to commence fiscal year 2024. M. Burke Sr. seconded. Debra Sanders, Aye; Mike Burke Sr, Aye. [2-0-0]

The Board reviewed/discussed the requests received to extend the filing deadline of State Tax Form 3ABC for FY2024. D. Sanders made a motion to extend the filing deadline of State Tax Form 3ABC for 4, currently exempt organizations; Doctor Franklin Perkins School, Robert F Kennedy Children's Action Corp, Sterling Land Trust and Trivium School Inc. M. Burke Sr. seconded. Debra Sanders, Aye; Mike Burke Sr, Aye. [2-0-0]

The Board reviewed the renewal contracts for FY2024 for CAI Technologies, our tax map maintenance vendor and RRC (Real Estate Research Consultants Inc) for personal property maintenance and utility appraisal services. D. Sanders made a motion to accept and renew the contracts for both CAI and RRC. M. Burke Sr. seconded. Debra Sanders, Aye; Mike Burke Sr, Aye. [2-0-0]



TOWN OF LANCASTER BOARD OF ASSESSORS

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

BOBBY-JO WILLIAMS
PRINCIPAL ASSESSOR, EXT 1312

ADAM QUIGLEY
ASSISTANT ASSESSOR, EXT 1084

Discussion was held regarding requests for proposals (RFPs) as required under M.G.L. c. 30B for property tax assessment services and cyclical inspections. It was agreed upon to post an RFP for continuing with a 3-year assessment services contract commencing in FY2024 and wait until the fall of 2024 to post an RFP for cyclical inspections commencing in FY2025.

Other Business – Principal Assessor, B. Williams addressed the Chair's inquiry from the last Board meeting held 12/14/2022, regarding posting the meetings on the Town's calendar on the website. Although it is not mandatory, we will make sure all future meetings are posted on the calendar in addition to the Board of Assessors webpage.

Chair Mike Burke Sr. offered a motion to adjourn the meeting at 2:03 P.M., seconded by D. Sanders. Mike Burke Sr, Aye; Debra Sanders, Aye. [2-0-0]