

John Cronin, Chairman
Brian Loughlin, Vice Chairman
Peter Barbieri, Clerk

Kathryn A. Peirce, M.A.A.
Linda Clifford Assistant Assessor

**THE HOLLISTON ASSESSORS OFFICE
HOLLISTON TOWN HALL**

Minutes of Meeting Held: 07/11/2011

Meeting called to order at: 8:00a.m.

Attendees: J. Cronin X, B. Loughlin X, P. Barbieri X.

Other: K. Peirce

Meeting Adjourned at: 9:00a.m. On a motion by: P. Barbieri, Seconded by B. Loughlin.
All in favor.

- BOA signed Motor Vehicle Abatement Report in the amount of \$5,366.04.
- BOA signed Personal Property Abatement Report in the amount of \$1,026.46.
- BOA signed Motor Vehicle Abatement Report in the amount of \$1,401.46.
- BOA signed Weekly Payroll for 06/27/11-06/30/11, 07/01/11 and 07/04/11-07/08/11.
- BOA signed Expense Sheet for K. Peirce in the amount of \$25.
- BOA signed Expense Sheet for L. Clifford in the amount of \$53.
- The Board discussed Real Estate Abatement Application #178. The Abatement was filed and there was no response from the homeowner when an interior inspection was requested. Homeowner recently called the office to inquire the status of the application, which had been deemed denied. An appointment was made at that time for an interior inspection, however when the Assistant Assessor arrived no one seemed to be home. The Exterior measure resulted in a small increase. K. Peirce will compose a letter of explanation, value based on sales. Letter to also include inspection history.
- BOA approved Meeting Minutes of 06/28/11 on a motion by P. Barbieri. Second by B. Loughlin. All in favor.
- K. Peirce reported on the ATB case on the Hollis Street property, rested on values. Appellant argued 2 bedroom Cape. Second ATB case on Hopping Brook, July completion 45%. Actual September occupancy. K. Peirce will provide copy of Town action on July growth date.

- At 8:30am P. Driscoll arrived to discuss her job function and office operation. She is responsible for processing Deeds and sending sales questionnaire to the new owners. Aiding individuals at the counter. Increasing her hours from 20 to 21 hours a week starting in May 2011, due to change in S. Drakes schedule. She is interested in obtaining certification and shadowing in the field. Coverage in the office is an issue sometime. K. Peirce will sign Abutters List going forward. P. Driscoll stated that the office has an enormous amount of paperwork, all of which seems to be required to keep. Also the office gets very busy when Actual Bills go out and Real Estate Abatements are filed, and when Motor Vehicle Excise Tax Bills go out throughout the year. Due to budget cuts the clerks no longer attend Clerk Meetings provided by the MAAO.

Respectfully Submitted;

Peter Barbieri
Clerk