

**BOARD OF  
ASSESSORS  
MEETING  
MINUTES**

**December 5, 2017**

**Town Hall 1 Main St., Upton, MA 01568**

**Chairman James Earl, Assessor Kelly McElreath, Assessor  
William Taylor, Department Coordinator, Tracey Tardy**

1 The meeting, located at 1 Main St Upton MA, Ground floor conference room, called to  
2 order by Assessor McElreath at 4:07 p.m. Second: Chairman Taylor, unanimous vote  
3 by the Board

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5 Attendees: Chairman Bill Taylor, Assessor McElreath, Assessor Earl, Department  
6 Coordinator Tracey Tardy

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8 Motion made by Assessor McElreath to accept the meeting minutes from 11/16/17.  
9 Second Chairman Taylor, unanimous vote of the Board with Assessor Earl

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11 Motion made by Assessor McElreath to approved Motor vehicle abatement application  
12 and certificates. Second: Chairman Taylor, unanimous vote of the Board with Assessor  
13 Earl

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15 Motion to approve Vouchers, unanimous vote of the Board

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17 Motion was made by Chairman Taylor to deny the Nydam chapter land applications for  
18 FY19 if the documentation requested was not returned by December 27. Second:  
19 Assessor McElreath and unanimous vote of the Board with Assessor Earl.

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21 GIS data layer project will be tabled until a later meeting

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23 Chairman Taylor discussed a table the he created to show the different amounts and  
24 influence factors on the land in the town of Upton. It shows the number of parcels  
25 currently with an influence code, what the code was for and how many parcels fell into  
26 each category. From this list the Board will be able to make decisions as to what items  
27 maybe consolidated to cut down the number of categories and in the future help to  
28 decide if changes should be made to the land curve currently in place. This project is  
29 one of the directives from the state to be complete before the next certification. It will  
30 be on going as research is complete by the Board and Coordinator.

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32 The Board reviewed the Accountants monthly report. An entry was sent by the  
33 Coordinator to have one of the entries adjusted to the correct account.

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35 The preliminary tax announcement flyer, to go out with the tax bills, was reviewed.  
36 Assessor McElreath made a request to Chairman Taylor to add a pie chart and review  
37 the document for changes before it is sent to the printing company.

38  
39 3 abutters list certified, map 29 lot 68 & 67, map 24 lot 97 and map 203 lot 67

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41 Item not on the agenda for a report that is being requested from the Treasurer/  
42 Collector. A discussion took place regarding the parcels that Ken Glowacki has under

43 tax title. The Chairman and Coordinator have been checking the deeds on the list to  
44 see how they are coded in the system and making corrections to any parcels that need  
45 to be corrected. Assessor McElreath would like the reports run in excel so comments  
46 can be made next to the parcels and the different departments could look at the report  
47 and let us know if coding should be changed. I.E. the property may have been given to  
48 the town but the DPW may know that it has a culvert or a dam on it. That could be  
49 recoded so it will reflect it is under DPW care and should not be sold or it may have  
50 been moved to conservation at a town meeting and should be coded to reflect that  
51 change.

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53 The next meeting is scheduled for December 27,2017 @ 4:00 p.m.

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55 Meeting adjourned @ 4:46 p.m. unanimous vote of the Board.

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58 Respectfully Submitted,

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61 Tracey Tardy, Department Coordinator

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