

**Town of Concord  
Board of Assessors Meeting Minutes  
July 31, 2018**

**Present:** Christian Fisher, Chair, Cynthia Rainey, Tom Matthews  
**Staff:** Lane Partridge, Town Assessor  
**Others:** Susan Livingston and Jason Rogers

The meeting was called to order at 6:59 P.M.

**MINUTES**

**June 7, 2018 – Regular Session**

On a **MOTION** made by Mr. Matthews seconded by Ms. Rainey, it was **VOTED** to **APPROVE** the minutes as amended of the Regular Session of June 7, 2018.

Ms. Rainey abstained from voting.

**MOTOR VEHICLE END OF MONTH REPORTS**

Mr. Partridge presented End of Month Reports for Motor Vehicle Excise Tax Abatements for June 2018 with the following amounts:

**June 2018**

2017 - \$ 397.72  
2018 - \$7,646.16

Mr. Partridge explained to our guests that these were abatements for Motor Vehicle Excise Tax Bills that we issued for the tax year 2017 and 2018

On a **MOTION** made by Ms. Rainey, seconded by Mr. Matthews, it was **UNANIMOUSLY VOTED** to **APPROVE** the motor vehicle excise tax abatements for 2017 and 2018, as designated in the End of the Month Report for June 2018 and as listed above.

**PUBLIC RECORDS**

Mr. Partridge stated that in order for the staff to discard records after their retention period has ended we must get permission from the Supervisor of Public Records. We have prepared a letter which we will send to the Supervisor for permission. We are asking the Board to sign the letter.

On a **MOTION** made by Ms. Rainey, seconded by Mr. Matthews, it was **UNANIMOUSLY VOTED** to **APPROVE** the destruction of records as listed in the letter presented by staff.

## **TRENDS**

Mr. Partridge discussed trends in the market that he has observed. For Fiscal Year 2019 we will study the sales from Calendar Year 2017. The assessment date for Fiscal Year 2019 is January 1, 2018. Mr. Partridge and Mr. Ladd have been driving the town looking at sales to see whether the sale is qualified or unqualified. An unqualified sale would be one where a permit was pulled after the sale date and changes were made to the property. Qualified sales are reflected as of the sale date. The sales price has to match our model as close as we can. The Assessment to Sales Ratio (ASR) has to be between 90% - 110% of the sales price for the values to be certified. We are currently at 92% which is very good number.

He also discussed Neighborhoods which are also known as Market Areas. The town is broken up into 11 Market Areas and from that adjustment factors for the land values are derived. From what we are observing the adjustment factor in Market Area 27 is below what it should be. That is due to the fact that there were only 5 sales in Market Area 27 from which to derive the adjustment factor to the land. In Market Area 32 there were only 4 sales and in Market Area 31 there were not many sales.

In regards to houses they are broken down by style:

- 1 - Ranch
- 2 - Old Style
- 3 - Colonial
- 4 - Cape
- 5 - Bungalow
- 6 - Custom Colonial
- 7 - Contemporary/Modern
- 8 - Raised Ranch/Split Level
- 60 - Century
- 100 - Custom

We have observed by the sales that the lower end of the market is selling faster than the middle or higher priced homes. This could be due to downsizing, first time homebuyers and developers who want to demolish the house and build a larger house. The most active location for sales is around Emerson Playground and that is why they have the highest location factor.

## **BOARD COMMENTS**

The Board commented that there are currently new housing developments will be built off of Main Street in West Concord and Old Bedford Rd. It was also noted that the state has denied the request of the developer of Sweet Birch Ln. to designate 2 of the units as affordable.

The Affordable Housing Committee is discussing requesting tax exempt property owners to pay a Payment in Lieu of Taxes in order to fund the development of affordable housing. The payment would be calculated on the value of land portion of the property. Mr. Partridge has given the committee a list of all exempt properties in Concord. The Board stated that the town cannot force Tax Exempt Property Owners to pay a PILOT they can only request that they do so.

**TOWN ASSESSOR**

Mr. Partridge presented the letter he has prepared to be sent to the Select Board concerning the tax rate for FY19 with the Means Tested Senior Exemption being implemented. We have 25 applications filed as of this date. With that number of applications the tax rate would likely shift a penny or two between the Residential and the Commercial Rate. The desire is to keep the tax rate uniform for FY19. The Board agreed to send the letter to the Select Board ahead of the Classification Hearing which will be held on November 12, 2018:

On a **MOTION** made by Ms. Rainey, seconded by Mr. Matthews, it was **UNANIMOUSLY VOTED** to **APPROVE** and send the letter to the Select Board.

The Board signed the LA13A Form which will be submitted to the Department of Revenue. This states that there is no leftover growth to be reported from last year.

**VERSION 8 OF VISION**

Mr. Partridge stated that we will be converting to Version 8 of our Vision Computer Software on September 5. He has to be done with ratio studies for FY19 by then so he will have them ready for the Board to review at the next meeting.

**NEXT MEETING**

The next meeting was scheduled for Monday, August 27, 2018 in the Conference Room at 24 Court Lane.

**EXECUTIVE SESSION**

At 7:35 P.M., on a **MOTION** made by Mr. Matthews and seconded by Ms. Rainey it was **UNANIMOUSLY VOTED by Roll Call Vote:**

- Ms. Rainey - Aye
- Mr. Matthews - Aye
- Mr. Fisher - Aye

to enter into Executive Session in compliance with the Open Meeting Law’s purpose #7 (“To comply with, or act under the authority of, any general or special or federal grant-in-aid requirements”) and for the purpose of considering, Statutory Exemption Applications, CPA Exemption Applications and Means Tested Senior Exemption applications not to return to Open Session.

**The Board Entered the Executive Session**

Respectfully submitted,

Carolyn Dee  
Sr. Administrative Assistant

