

**Minutes**  
**Aquinnah Board of Assessors**

**March 11, 2019**

Present: Elise LeBovit, Marsha Shufrin, Adam A. Wilson and Angela A. Cywinski (Assessor/Appraiser)

Meeting started at 4:41 PM

**1. Minutes and Bills:**

Minutes from February 4, 2019, with changes, approved by board unanimously.

Bills: none

**2. Public Speak Time:**

4:45 PM to 5:15PM– Aaron from CAI did webinar presentation for the GIS Staff Site, highlighting these features: Document Upload and Advanced Query tools. The staff site cost has a one-time set up fee of \$950, with no annual fee. The add-on features have an annual fee between \$500 to \$800. The board voted unanimously to have the GIS staff site without any of the add-on features.

**3. Real Estate:**

○ Commitments: 2019 4<sup>th</sup> quarter \$1,241,531.84; CPA 4<sup>th</sup> Quarter \$33,485.98, signed by Board

**4. Personal Property:**

○ Commitments: 2019 3<sup>rd</sup> quarter \$33,549.77; 4<sup>th</sup> quarter \$33,547.84, signed by Board

**5. Exemptions:**

Applications: None

**6. Motor Vehicle:**

○ Commitments: 2018-07 \$405.73; 2019-01 \$51,057.50, signed by Board

**7. Abutters List**

MBLU 10-29.2 Murphy, signed by Board

**8. New Business – All Statutory Administrative Duties which may or may not be listed:**

Abatements Received

<u>Bill#</u>	<u>Type</u>	<u>Action</u>
AQ00221	PP	Pending
AQ00274	PP	Pending
AQ00403	PP	Pending
182	RE	Pending
123	RE	Pending
128	RE	Pending
191	RE	Pending
115	RE	Pending
116	RE	Pending
193	RE	Pending
1107	RE	Pending

<u>Bill#</u>	<u>Type</u>	<u>Action</u>
1108	RE	Pending
1109	RE	Pending
1104	RE	Pending
1116	RE	Pending
1117	RE	Pending
1118	RE	Pending
1119	RE	Pending
1121	RE	Pending
1122	RE	Pending
1123	RE	Pending
1120	RE	Pending
1111	RE	Pending
1130	RE	Pending
1124	RE	Pending
1131	RE	Pending
1125	RE	Pending
1132	RE	Pending
1126	RE	Pending
1133	RE	Pending
1127	RE	Pending
1134	RE	Pending
1128	RE	Pending
1135	RE	Pending
1129	RE	Pending
462	RE	Pending
AQ00789	PP	Pending
808	RE	Pending
AQ00599	PP	Pending
244	RE	Pending
541	RE	Pending

- The Board approved their warrants articles. The budget was amended to remove the annual maintenance fee of \$600 for Query Manager desktop.
- CAI Mapping Contract
- FY2020 MV Commission Assessment was presented to the board.
- On February 5, 2019, all businesses and not-for-profit in the Town were mailed a State Form 2 or a 3ABC Form, please see attached list.
- MAAO Winter/Spring conference on 3/28/2019 – Angela will be attending.
- IAAO Course 4/10/2019, notified the board about the course.
- The Assessors Report for the Annual Town Report is due by 4-12-2019.
- Dates for Abatement Hearing – April 6, 2019 from Noon to 2PM; April 8 and 9 from 6 to 8 PM.
- The board members had a discussion regarding the BOS meeting concerning outsourcing. They felt the subject matter needed its own meeting.
- Review Office Hours – Elise brought the discussion of having the office hours from 11:00 AM to 5:00 PM to remedy any confusion. The current hours for the office are from 10:30 AM to 5:00 PM which amounts to 32.5 work weekly hours. Angela would call in one day a week to state she would be arriving at 11:00 AM instead of 10:30 AM. The budgeted hours for the department are 32 hours a week. The change would eliminate the need to call in once week. The two hours not stated are to be used for “out-of-office” business, such as, picking up mail, meeting with other assessors, picking office supplies, early or late home inspections, etc. Marsha was concerned

about the oversight of the two hours, and suggested that Angela keep a log and have the Chair oversee the hours. The board voted unanimously.

- The board voted unanimously to release \$12,000 from Overlay Surplus to fund one of the warrant articles.

## 9. Old Business

### FOL Received:

Vineyard Power Solar LLC  
Amerigas Propane LP  
Aquinnah Shop  
Johnson Controls Security Solutions LLC  
Beachcomers  
Aquinnah Cultural Center  
Stony Creek Gifts  
Ideal Dental Lab LLC  
Eversource  
Directv LLC  
ATC Outdoor DAS LLC  
Bodnar Fine Homebuilding LLC  
Grawhawk Leasing LLC  
On the Cliffs  
Ryan LLC  
Comcast – 3 FOL filings

### 3ABC Received:

AGHCA  
Aquinnah Cultural Center  
Vineyard Conservation Society Inc  
IHT extension letter received  
Sassafras Earth Education Inc

## 10. Other Business – Reserved for topics the chair did not reasonably anticipate

## 11. Adjournment

At 6:37 p.m.

Respectfully submitted by,  
Angela A. Cywinski