

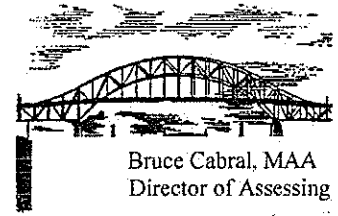
**TOWN OF BOURNE**  
Board of Assessors  
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TOWN CLERK BOURNE

Priscilla A. Koleshis, Chairperson  
Michael Leitzel, Clerk  
Ellen Doyle Sullivan, Member



Bruce Cabral, MAA  
Director of Assessing

## MEETING MINUTES

### Minutes from the Board of Assessors Meeting which was held on September 26, 2019

**Location:** Town Hall Conference Room

**Meeting participants:** Clerk Michael Leitzel, Member Ellen Doyle Sullivan, Director of Assessing Bruce Cabral, Assistant Assessor Rui Pereira, Notary Public Nancy Sundman

**Open Session Meeting called to order:** at 9:10 am

The Board Reviewed the minutes from the Open Session and Executive Session Meetings of the Board of Assessors, which was held on: August 6, 2019. A motion to approve and release the minutes was made by Ellen Doyle Sullivan, seconded by Michael Leitzel and the vote was unanimous by a roll call vote.

A motion was made by Ellen Doyle Sullivan and seconded by Michael Leitzel to table a Fiscal Year 2021 Chapter 61B Land application related to 6 Saguaro Lane until further research was performed in relationship to the application and the subject property. The vote was unanimous by a roll call vote.

The Board reviewed and signed Chapter 61A land liens on State Tax form CL-3 for Fiscal Year 2020. Nancy Sundman, a notary public, notarized the liens on State Tax Form CL-3 to be recorded at the Barnstable County Registry of Deeds.

The Board reviewed the technical (non-price) details of a proposal titled Fiscal Year 2020 Valuation Services for the Town of Bourne Board of Assessors which was submitted by pkValuation Group. This proposal was submitted to the Board in a timely manner, in response to a Request for Proposals and it was the only proposal received. A motion was made by Ellen Doyle Sullivan to approve the proposal, it was seconded by Michael Leitzel and the vote was unanimous by a roll call vote.

Under M.G.L. c. 30A Sec. 21(a)(7) and to comply with M.G.L. Ch. 59, Sec. 60., a motion was made by Michael Leitzel and seconded by Ellen Doyle Sullivan to go into Executive session to discuss an email correspondence pertaining to a residential property assessment from Fiscal Year 2019 and the owner's request for an abatement.

**Executive Session called to order:** at 9:40 am

An email message from property owner Betsey Weare was reviewed by the Board. In the message, Ms Weare requests an abatement associated with the assessment of her property at 43 Pasture Road (Assessor ID 53.0 – 12) for Fiscal Year 2019. The adjusted assessment of the property in Fiscal Year 2018 was \$1,440,100 after an abatement was approved by the Board of Assessors. In Fiscal Year 2019, the assessment of the property was \$2,390,800 after prior year adjustments were reversed in an effort to mitigate errors during the transition of staff in the Assessors Office. After reviewing the assessments, the Board agreed that the adjustments applied in Fiscal Year 2018 should have remained in effect for Fiscal Year 2019. The Board considered the issue a clerical error. A motion was made by Ellen Doyle Sullivan to apply to the Massachusetts Department of Revenue (DOR) for the Authority to Abate (under MGL Chapter 58, Section 8) for the Fiscal Year 2019 taxes related to the property.

The motion was seconded by Michael Leitzel and the vote was unanimous by roll call vote. The deadline for the Board of Assessors to abate taxes for Fiscal Year 2019 had passed, so Authority to Abate from DOR is necessary to proceed with any possible further action.

A motion was made by Michael Leitzel and seconded by Ellen Doyle Sullivan to reconvene to Open Session. The motion was unanimous by a roll call vote.

**Executive Session Adjourned:** at 9:50 am

**Open Session meeting reconvened:** at 9:50 am

The Board discussed the status of cyclical property inspections in Bourne.

Tentative plans were made by the Board for the next meeting to be held before October 28, 2019.

**Meeting Adjourned:** at 9:56 am

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Bruce Cabral', with a long horizontal flourish extending to the right.

Bruce Cabral, MAA  
Director of Assessing