



**Office of the Board of Assessors**  
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Donald W. Howes  
Chairperson  
Edward A. Holland, Jr.  
Lisa M. Alberto

Meeting: October 10, 2017

Starting at 4:00 PM

Attending: Lisa Alberto, Don Howes, and Teri Gonsalves

Minutes taken by: T. Gonsalves

Minutes approved for meeting held on September 12, 2017  
Executive Minutes for meeting held on September 12, 2017

**Meeting Items Old Business: N/A**

**Meeting Items:**

- a. Checklist for Creating and Approving Meeting Minutes (9/25/17)
- b. Checklist for Posting a Meeting Notice (9/25/17)
- c. Revisions to Open Meeting Law Regulations (9/25/17)
- d. Motor Vehicle Commitment and Warrant for Commitment 5 were reviewed and approved: Motion made for approval by Member L. Alberto, second by Chair D. Howes  
Roll Call- L. Alberto - yes and D. Howes - yes
- e. Motor Vehicle excise 1<sup>st</sup> quarter FY2018 were reviewed
- f. Chapter Land Applications MGL Chapter 61, §1 & 2 and Chapter 61B, §3 were reviewed and approved: 364 West St, 368 West St and 124 Hartford Ave : Motion made for approval by Member L. Alberto, second by Chair D. Howes  
Roll Call- L. Alberto - yes and D. Howes - yes
- g. Land values for Commercial and Industrial Land were reviewed: Motion made for approval of FY2018 land values was made by Member L. Alberto, second by Chair D. Howes  
Roll Call- L. Alberto - yes and D. Howes - yes

- h. Approval of forms to be submitted to DOR through Gateway:LA3, LA13, LA15 and LA4 for FY2018 : Motion made for approval by Member L. Alberto, second by Chair D. Howes  
Roll Call- L. Alberto - yes and D. Howes – yes
- i. Carryover of vacation for Principal Assessor : Motion made for approval by Member L. Alberto, second by Chair D. Howes  
Roll Call- L. Alberto - yes and D. Howes - yes
- j. Payments of bills MGL Chapter 41 §56, appoint BOA member to approve payment of department bills, to be reported at monthly Board Meetings by Member. After discussion a motion was made to approve E. Holland, Jr to review, approve and sign off payment of bills for this department.  
Motion made for approval by Member L. Alberto, second by Chair D. Howes  
Roll Call- L. Alberto - yes and D. Howes - yes

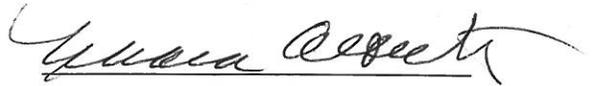
Other Items: N/A

Executive Session: N/A

Meeting adjourned at 4:42 PM



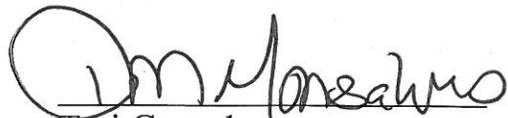
Donald Howes, Chair



Lisa Alberto, Member

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Edward Holland, Jr, Member



Teri Gonsalves,  
Recorder of Minutes