

March 7, 2012

The Board of Assessors met at 7:45 a.m.: Mr. Reardon, Mr. Lavery and Mr. Millane were present.

The minutes of the previous session were read. On motion by Mr. Lavery seconded by Mr. Millane, passed unanimously, the minutes were accepted as read.

The following bills/vouchers were ordered paid:

JF Ryan Assoc. (February abatement inspections) dated 03/05/2012

The weekly list(s) of taxes exempted or abated was (were) signed: 03/02/2012.

Mr. Millane presented to the Board of Assessors his response to a letter sent to the office from Marilyn H. Brown, Chief of the Bureau of Local Assessment, dated February 15, 2012, regarding the Department of Revenue Course 101.

The Board and Mr. Simmons discussed the budget for the Assessors Office with Warrant Committee representative Sami Baghdady.

The Board discussed the request for a 30-day extension from AOL for the FY2013 Form of List.

On motion by Mr. Millane, seconded by Mr. Lavery, passed unanimously, the Board went into executive session at 8:57 a.m. for the purpose of acting on applications for exemptions. The following applications were acted upon:

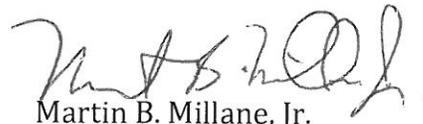
Clause 17D	1	Clause 22	0	Clause 41A	0	Clause 42	0
Clause 18	0	Clause 37A	2	Clause 41C	5	CPA	30

On motion by Mr. Lavery, seconded by Mr. Millane, passed unanimously, the Board came out of executive session at 9:12 a.m.

The Board acted on twenty-five (25) applications for abatement of real estate taxes. Twenty-five (25) were granted.

The Board voted to hold the next meeting on Monday, March 19, 2012, at 7:30 p.m.

On motion by Mr. Millane, seconded by Mr. Lavery, passed unanimously, the meeting adjourned at 9:48 a.m.

  
Martin B. Millane, Jr.  
Secretary

MM:wfbjr

2/27/12

Marilyn H. Browne, Chief  
Bureau of Local Assessment  
Massachusetts Department of Revenue  
P.O. Box 9569  
Boston, MA 02114-9569

Re: Completion of Assessor Requirements

Ms. Browne,

I am in receipt of your letter referencing an initial warning notice of impending disqualification as an assessor, subject to completion of further requirements. Per the letter, and in accordance with 830 Code of Massachusetts Regulation (CMR) 58.3.1, I acknowledge my responsibilities to complete the appropriate training, "Department of Revenue Course 101" and satisfactorily pass an examination.

Per a conversation held with Ms. Donna Quinn of your office on 2/20/12, it is my understanding that these letters are sent once per year and well in advance of any impending expirations. It is also my understanding that, in addition to the Spring course listed, there are several alternative times and locations available to complete the Course 101 which would also satisfy my requirements. I have begun the initial steps to completing the Classification portion of the training, and will be registering for the remaining portion shortly.

If you need additional information, please feel free to give me a call at 617-441-1510.

Sincerely,

Martin B. Millane

cc: Board of Assessors  
Town Manager  
Board of Selectmen



February 15, 2012

Mr. Martin Millane  
Belmont Board of Assessors  
Town Hall – 455 Concord Ave, PO Box 56  
Belmont, MA 02478

**Re: Warning - Notice of Impending Disqualification as an Assessor**

Dear Mr. Millane:

This letter is to inform you that the Division of Local Services has no record of your having met the minimum requirement for assessors as established by 830 Code of Massachusetts Regulation (CMR) 58.3.1. That regulation states:

*“... any person who is elected or appointed as assessor is required to complete the basic course of training and pass the examination prepared by the Commissioner within two years following election or appointment...”*

The basic training course for assessors is the “Department of Revenue Course 101”, which includes the Classification Training Workshop and an examination. The spring 2011 Course 101 location administrated by DOR is Kingston. The six sessions, will be held on Wednesday, March 7 through April 11 from 4pm to 7pm. The registration information is posted on our website at [www.mass.gov/dls](http://www.mass.gov/dls) under Training and Seminars, Course 101. Assessors are required to attend five of the six sessions to be eligible to take the examination. During the summer the Massachusetts Association of Assessing Officers will offer the course as part of their Annual Assessors School held at UMASS, Amherst. If you believe our records are incorrect please call Debra Joyce at 508-792-7300, extension 22315.

We have an alternative teaching method available for the Classification Training Workshop section of Course 101. You have the option of completing the Classification portion of the course by way of a computer based training tutorial available for downloading at our website [www.mass.gov/dls](http://www.mass.gov/dls). Please follow the link in the Training and Seminars section. Once completed, you must print out a Certificate of Completion and cover sheet in the “print me” file, fill in the required information and send to Debra Joyce, Division of Local Services, 67 Millbrook Street, Room 330, Worcester, MA 01606 or fax to 617-660-7041, no header needed.

Failure to meet these qualifications will result in your disqualification as an assessor and the Department of Revenue’s refusal to accept official documents with your signature.

Sincerely yours,

Marilyn H. Browne, Chief  
Bureau of Local Assessment

MHB:dmj

cc: Board of Assessors ✓

Town Manager

Board of Selectmen