TOWN OF WATERTOWN

BOARD OF ASSESSORS

Administration Building
149 Main Street
Watertown, Massachusetts 02472-4410

EARL L. SMITH, CHAIR
RICHARD V. MOYNIHAN
KATHLEEN COLLEARY

TELEPHONE (617) 972-6410
FAX (617) 972-6497

WATERTOWN BOARD OF ASSESSORS
MEETING MINUTES
September 22, 2020

On September 22, 2020 the Watertown Board of Assessors had a meeting in the Louis P. Andrews Upper Conference Room (third-floor conference room) at the Administration Building at 149 Main Street Watertown, Massachusetts that started at 9:30 AM.

Present: Board of Assessors' member Kathleen Colleary, Richard Moynihan and Earl Smith.

Meeting started at 9:30 AM with the welcoming of Kathleen Colleary as a new board member.

- Motion was made by Earl Smith to accept minutes of April 14, 2020 meeting. Richard Moynihan and Earl Smith voted to accept. Kathleen Colleary (was not on board at time) abstained.

COVID-19 Housekeeping:

- The Board discussed future meetings format via zoom or in-person. Consensus was to decide meeting format based on current conditions at the time.
- Board discussed and agreed to order signature stamp for warrants, approving motor vehicle abatements, and exemptions.
- Members were asked to check their logins to Department of Revenue Gateway system in order to approve future submitted forms is setting tax rate.

Status of Submissions to DOR for FY21

- Chair (Earl Smith) asked for authorization to submit LA4 and New Growth on behalf of Board. Authorization granted from all members.
- LA4 and New Growth to be submitted as completed.

Review of Appellate Tax Board Cases

- Appellate Tax Board cases reviewed. 31 outstanding cases (21 from FY20) with total assessments of $553,363,090. No agreements, hearings or negotiations happening at present.

No Old business or new business to discuss.

Next Board meeting scheduled for October 20, 2020@ 9:30 AM. Zoom or in-person to be decided.

Motion by Chair to adjourn, agreed by all.

Submitted,

Earl L. Smith
Chairman, Board of Assessors

Attachments:

1. Signature Stamp Template (2)
2. Authorization on behalf of Board of Assessors
3. BLA Directives from FY20 Certification
4. ATB Case List

For Stamp Order:

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September 22, 2020

AUTHORIZATION TO SIGN ON BEHALF OF BOARD OF ASSESSORS

For fiscal year 2021 submissions to the Department of Revenue, the undersigned Board of Assessors grants permission to Earl L Smith, Chair, Board of Assessors to submit and sign on our behalf.

Voted and approved at Board of Assessors' meeting held on September 22, 2020.

Earl L Smith

Richard V Moynihan

Kathleen Colleary

BLA Directives - Fiscal Year 2020

Issued in Fiscal Year 2020

Cyclical Reinspection
Cyclical inspections of property descriptions over a specified time period should be implemented or, if already underway, should be continued. (For further information on cyclical reinspection programs and data quality analysis please refer to the "Certification Standards.") The reinspection program of the residential real property classes is expected to be completed FY2021 with the ensuing program to be completed FY2030 to coincide with the recertification cycle. The apartment, commercial, industrial and personal property classes are expected to be completed FY2025.

Land Schedules
The assessors should review land values and adjust the land valuation system as needed in a uniform and equitable manner. All positive land adjustments, such as golf proximity to golf courses and parks, should be supported with current market evidence.

Land Schedules
All unused neighborhood codes should be removed from the land schedule.

Other Directives
The new member of the Board of Assessors should take all required DOR courses as soon as possible to comply with qualification standards.

Commercial-Industrial Land Schedule
Review recognized methods and techniques to establish the land values for Apartment, Mixed Use, Commercial and Industrial properties. Acceptable methodologies include: Sales Comparison (vacant land sales), Abstraction (land residuals), Allocation, Land Residual Capitalization, Capitalization of Ground Rent.