

Board of Assessors Minutes

7-27-2020 @ 6:00 pm via ZOOM

1. Brought meeting to order @ 6:17pm (Late start due to Zoom issues)..
 - a. Present: Tom Martiska, Van Baker, Rebecca Dono Healy, Paul O'Connor, Margo Richardson, Jeff Vander Baan (HR)
2. Jeff introduced himself to the board. He talked about his background and his project to update the job descriptions of the Town Of Boylston's employees.
3. Project Status Updates
 - a. Appraisal Status
 - i. Entered into Executive Session by unanimous vote
 - ii. Expect final report any day now.
 - iii. Returned from executive session.
 - b. New Principal Appraiser position
 - i. Reviewed job descriptions of the proposed new Principal Assessor, Clerk, and Administrative Assistant.
 - ii. Principal Assessor is an 18 hour non-benefited position
 - iii. Clerk is a grade 5, 26 hour, benefited position
 - iv. Administrative Assistant is a grade 7, 25 hour, benefited position.
 - v. Van presented the three job descriptions along with an Excel spreadsheet allowing for the summarization of the three roles which heavily share duties. On the table, one of the three was designated as the primary responsibility holder, and the other two were designated either as a secondary responsibility or not responsible.
 - vi. Van will update the documents based on everyone's input. The board will reconvene on Thursday night to finalize the descriptions for the Selectmen's review on Monday.
4. General Updates <No Updates>
5. Meeting Adjourned at 7:36 pm
6. Next Meeting will be Thursday July 30, 2020
7. Next regular monthly meeting will be: August 3, 2020