

Board of Assessors Minutes

6-21-2021 @ 6:00 pm

1. Brought meeting to order at 6:03 pm.
2. Attendees: Van Baker, Tom Martiska, Rebecca Dono Healy, Paul O'Connor
3. Read Prior month's minutes (5/3/21).
4. Minutes accepted as read:
 - a. Motion to Accept: Rebecca
 - b. Second: Tom
 - c. Vote: 3 – 0 in favor
5. Sign PP and RE preliminary Commitments
 - a. BOA stamp was used to stamp signatures. 2 of the board members joined via Zoom.
 - b. Personal Property commitment was for \$206,082.12
 - i. Q1: \$103,041.35
 - ii. Q2: \$103,040.77
 - c. Real Estate commitment was for \$7,149,725.84
 - i. Q1: \$3,574,868.09
 - ii. Q2: \$3,574,857.75
6. Election of new chair.
 - a. Van Baker was the only nominee.
 - b. Van was voted in 2-0 in favor, Van abstained.
7. Personnel status / changes.
 - a. Paul O'Connor has surrendered his resignation.
 - b. Van presented multiple succession/reorganization options for discussion
 - i. Overall Payroll Budget: \$102,523
 - ii. 2 Person Office
 - iii. 1 Person Office and Outsource
 - iv. Status Quo, 3 Person Office
 - v. 2 person Office and partial outsource
 - vi. 2-person office with stronger outsource
 - c. There was much discussion of Pros and Cons of Outsource vs inhouse staffing.
 - d. If In-House solution, budget and grades discussed.
 - e. If clerk performs Motor Vehicle Excise abatements then Clerk should be grade 6.
 - f. In the two person office option, would we want Principal Assessor and Assistant Assessor.
 - g. Discussed possibility of training temporary help enough to hold over the department.
 - h. Think things over and regroup next week, July 1.
 - i. Van to meet with financial team and April and then update BOA pm July 1
 - j. Need to review and update job descriptions.
8. Project Status Updates
 - a. Budget
 - i. Payroll and Expense budgets are all significantly under budget for FY21.
 - b. Town Meeting Results
 - i. All ten articles sponsored by the Assessors were passed favorably.
 - ii. All ten articles were certified by the Town Clerk and have been sent to the state.
 - c. Supplemental tax bills

- d. Done, 16 Supplemental Bills – Will mail on the 23rd
- e. Job Description Review
 - i. Next Meeting

9. General Updates/Status

- a. Rosemary has finished putting in Building Permits
- b. Mayflower has finished the Cyclical inspections
- c. Look into Audit of Assessor Office
- d. Look into 101 Class

10. Meeting adjourned at 8:06 pm:

- a. Motion to Adjourn: Tom
- b. Second: Rebecca
- c. Vote: 3 – 0 in favor

11. Next meeting is July 1, 2021

12. Next regular monthly meeting will be: July 12, 2021
(held 2nd week due to July 4th observed July 5th)