

# **Board of Assessors Minutes**

**8-2-2021**

1. Brought meeting to order @ 6:05 pm.
2. Present: Van Baker, Tom Martiska, Rebecca Dono Healy, Paul O'Connor
3. Read Prior meeting's minutes.
  - a. July 12 Minutes read:
    - i. Motion to Accept with modification: Rebecca
    - ii. Second: Van
    - iii. Vote: 2 – 0 in favor
4. Project Status Updates
  - a. Supplemental tax bills
    - i. Some confusion as to who owed what. Paul worked with closing attorneys and taxpayers to explain how the taxes work. Paul checked with the DOR and found that the town is not responsible for apportioning the taxes as “the town was not a party to the closing”.
  - b. Job Description Review
    - i. The Clerk and Principal Assessor positions are posted on the website.
    - ii. There have been 5 applications 1 viable, for Clerk
    - iii. There has been 1 application for the Principal Assessor position which was later withdrawn.
    - iv. Van to work with Jeff getting the clerk and principal assessor position/descriptions posted.
  - c. Outsourcing the Principal Assessor position/ job function
    - i. Tom made a motion to go to bid for the Principal Assessor position.
    - ii. Second: Rebecca
    - iii. Vote: 3 – 0 in favor.
  - d. Revaluation status
    - i. Duane has been in working on setting values. Making good progress.
    - ii. Becky (DLS/DOR) has requested 3 examples each of each chapter type for audit; Front page of application, Lien, and front page of property record card. Paul to perform this task.
5. **EXECUTIVE SESSION** (closed to the public): ***Per MGL c.30A, §21(a)(1): to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.***
6. Enter Executive Session
  - a. Motion to enter Executive Session: Rebecca
  - b. Second: Tom
  - c. Vote: 3 – 0 in favor
7. Return to open session @ 8:05 pm
  - a. Motion to Leave Executive Session: Rebecca
  - b. Second: Tom
  - c. Vote: 3 – 0 in favor

8. Personnel/hiring status

- a. Van stepped down as chairperson:
- b. Rebecca nominated as new chairperson
  - i. Motion to appoint Rebecca as new chairperson: Van
  - ii. Second: Tom
  - iii. Vote: 2 – 1 in favor

9. General Updates/Status

- a. Reporting structure: Board discussed the impact of having the day staff report into the Town Administrator for administrative purposes. The Board would like to find out more about how other towns handle this issue.

10. Meeting adjourned at 8:26 PM

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

11. Next regular monthly meeting will be: September 13

(2<sup>nd</sup> Monday Due to Holiday).