

Assessors Meeting Minutes
December 5, 2016

The meeting was held on Monday December 5, 2016 and called to order at 6 p.m. by Donna Sarro
Present: Donna Sarro (DS), Amy Shapiro (AS), George Stephan (GS), Jennifer Morse (JM)

Executive Session:

JM stated "That the Board of Assessors will enter into executive session as an open meeting will have a detrimental effect on the bargaining or litigation position of the public body, as allowed by M.G.L. c 30A, section 21(a)(3) to discuss strategy with respect to collective bargaining or litigation and also to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements, that Exemption applications are not open to the general public, and as allowed by MGL Chapter 30A Section 21 Reason 7.

AS made a motion that the Board of Assessors enter into Executive Session as allowed by M.G.L. c30A, section 21 (a)(3) to discuss strategy with respect to collective bargaining or litigation as an open meeting will have detrimental effect on the bargaining or litigation position of the public body and comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements, that Exemption applications are not open to the general public, and as allowed by MGL Chapter 30A Section 21 Reason 7. The motion was seconded by GS.

Roll Call Vote: Donna Sarro – Yes, Amy Shapiro – Yes, George Stephan – Yes. 3-0

The Board went into Executive Session at 6:02 p.m.

The Board reconvened its regular meeting at 6:35 p.m.

Minutes

A motion was made by AS and seconded by GS to accept the meeting minutes of November 21, 2016 and November 28, 2016 regular session. **VOTE: 3-0**

Signatures - Signed by all members unless otherwise noted

Monthly List – Real Estate/Personal Property Levy of 2017 - November 2016

Monthly List – Motor Vehicle Levy of 2016 - November 2016

Motor Vehicle Commitment #6 Warrant to the Collector

Chapter Lien – Rotima S.A. Inc.

Chapter Applications

No Chapter Application Submitted Memo from Assessor Assistant - The following parcel - property owners failed to submit chapter land applications to date and will be removed from Fiscal Year 2018 chapter status effective January 1, 2018. Map 2 Lot 108, Map 7 Lot 7, Map 14 Lot 19 and Map 7 Lot 71.

Conversation with DOR regarding Late Chapter Land Applications - JM reported that she sent an inquiry to DLS seeking information to help a tax payer understand the rules with late chapter applications. The field representative ensured that the board was taking the appropriate steps and has back up including votes of the board and knowledge of other local town's policy. The field representative elaborated on the importance of sending the late chapter notices- which states that the BOA has no authority to act on late applications. JM will draft a letter to Ms. Vincenzo explaining that there is no way to appeal and attach all supporting documents.

Tax Rate Billing Status

Town- JM shared that all forms have been submitted and we are waiting on approval from the DOR.

Water District - All forms have been signed by the Board of Assessors and the Water District has been notified that they are ready to be submitted.

All control totals and documents have been sent to Point for billing including the LA4, LA2 and Liens (water and sewer). When the tax rates have been approved they will be sent to Point and bills will be ready to print.

Lynn Taylor is the new tax collector.

New Business

Email from Marlene Hayes regarding splitting Map 2 Lot 46/47 – Email was received from Ms. Hayes requesting that the lots combined in the 2007 land combinations be separated. Lots will be separated for FY18.

Assessors Assistant Hours - Change to Tuesday/Thursday from 8 a.m. – 4 p.m. Continue to meet the first and third Monday's of the month at 6 p.m. Effective December 19, 2016. JM will put notice in the Greenfield Recorder, Ashfield News and notify the town clerk for changes to the website. Amy wants to review meeting schedule in February.

Discussion on agenda/meeting postings. JM will email all members a “draft” of the agenda before posting for input. Discussion on keeping open topics on the agenda until properly closed/terminated so that we may continue to discuss as things develop.

DS suggested a “lesson” at each meeting starting with a review of property cards at the next meeting.

Upcoming Meeting

January 9, January 23, February 13, February 27

A motion was made by AS and seconded by GS to adjourn the meeting at 7:15 p.m. **VOTE: 3-0**

Respectfully Submitted:

Jennifer Morse

December 6, 2016

Approved: January 11, 2017 Vote 2-0