

Assessors Meeting Minutes
June 16, 2016

The meeting was held on Thursday June 16 and called to order at 8:35 a.m. by Amy Shapiro.
Present: Amy Shapiro (AS), George Stephan (GS), Jennifer Morse (JM), Kayce Warren

Stand Up Desk and Office Move - JM went over the financial standings of the board as of June 16, 2016. A total of \$1504.75 has been encumbered to offset the legal expenses for the ATB cases. After bills are paid there will be \$621.77 left in the expense line item. JM received a quote from Bakers Office Supply for a stand up work unit. Kayce spoke about the need for the standup desk from a human resources stand point. After discussion it was decided that JM will order the standup desk unit from Bakers Office Supply.

Kayce spoke regarding reconfiguration of the office space within town hall. The new configuration will help make the flow of the office space more cohesive and will help with office morale. Kayce noted that the office space was noted in the DOR report from 2014. The Town Administrator will be moved to the current Board of Assessors Office. The Tax Collector and Board of Assessors will share the back office space currently the Town Administrator and Accountant office. The copier and the accountant will move into the current Tax Collector Office. Concerns about private meeting space, access to confidential records and Mayflower access were all shared. JM and Kayce will keep the board updated as plans move forward.

Meeting Minutes -

A motion was made by GS and seconded by AS to accept the meeting minutes from May 31, 2016.

VOTE: AS – Yes, GS – Yes 2-0

Signatures -

Monthly List - Real Estate/Personal Property - May 2016

Monthly List- Motor Vehicle May 2016 for Levy Years 2015 & 2016

Luce/Glover vs. Board of Assessors Withdrawal –

A withdrawal notice was filed by Mr. Luce with the Appellate Tax Board. The case is now closed.

Ashfield House vs. Board of Assessors-

The hearing was moved from June 23, 2016 to July 21, 2016 due to scheduling conflicts. Donna MacNicol shared with Jenn that the attorney for the Ashfield House is willing to negotiate. JM reached out to Duane Adams to get dates that work for him for a fall hearing. JM also contact FSI Appraisal Company for a quote on doing a full appraisal of the property and will reach out to them for more information. FSI Appraisal was recommended by town counsel.

FCAA Roundtable Update -

GS and JM both attended the Franklin County Assessing Association roundtable discussion in Colrain. Both found the discussion to be very useful.

Office Closure and Next Meeting - The office will be closed on June 20 – June 22. The office will also be closed Monday July 11 and August 1-5. The closures are all posted on the website.

Next Meeting: Monday July 18 at 6 p.m.

A motion was made by GS and seconded by AS to adjourn the meeting at 9:39 a.m. VOTE: 2-0

Submitted:
Jennifer Morse – Assessors Clerk
June 27, 2016

Approved: 7/18/16 Vote: 2-0-1