

**Assessors Meeting Minutes  
September 25, 2017**

The meeting was held on Tuesday September 25, 2017 and called to order at 8:00 a.m. by Donna Sarro  
Present: Donna Sarro (DS), George Stephan (GS), Amy Shapiro (AS – arrived 8:05 a.m.), Jennifer Morse (JM)  
Appointments: Kayce Warren – Town Admin.

**Minutes**

A motion was made by GS and seconded by DS to accept the minutes of September 12, 2017.

**VOTE: 2-0**

**MLP Advisory Board**

GS shared that the broadband project is moving forward. Pole agreements for Verizon will be sent in the short future. The board has not taken a vote on joining with Wired West at this time. Grant money has been received from the state at this time he is unsure of the borrowing and when it will take place. GS shared that there has been guidance sent from the state regarding accounting practices.

**Chapter Land Applications - *Approved and Signed by all members unless otherwise noted***

|                                     |                |              |             |               |
|-------------------------------------|----------------|--------------|-------------|---------------|
| Graves, Heideman, Connell           | Map 2 Lot 85   | 110.53 Acres | Chapter 61B |               |
| Graves, Heideman, Connell           | Map 2 Lot 85   | 40 Acres     | Chapter 61A |               |
| Graves, Heideman, Connell           | Map 4 Lot 1    | 33 Acres     | Chapter 61B |               |
| Kim Matland/Linda Farmer            | Map 6 Lot 46   | 48 Acres     | Chapter 61B |               |
| Douglas/Muriel Cranson              | Map 7 Lot 32   | 15.35 Acres  | Chapter 61B |               |
| Miller Investment Trust             | Map 12 Lot 16  | 6.5 Acres    | Chapter 61A |               |
| Elizabeth Lesure/Warren Kirkpatrick | Map 13 Lot 22  | 129.9 Acres  | Chapter 61B |               |
| Matthew/Rhonda Shippee              | Map 3 Lot 40   | 104.8 Acres  | Chapter 61A | Re-enter FY19 |
| Beth Manning/Phyllis Kirkpatrick    | Map 5 Lot 5    | 30 Acres     | Chapter 61A |               |
| Beth Manning/Phyllis Kirkpatrick    | Map 5 Lot 6    | 6.62 Acres   | Chapter 61A |               |
| Mary Cushman                        | Map 8-4 Lot 26 | 8.338 Acres  | Chapter 61A |               |
| Lisa Henry/Ben Roberts/M. Roberts   | Map 2 Lot 52   | 14.8 Acres   | Chapter 61A |               |
| Dianne Potochniak                   | Map 13 Lot 28  | 146.4 Acres  | Chapter 61B |               |
| Charles Duchin                      | Map 2 Lot 86   | 17.14 Acres  | Chapter 61B |               |
| Rowan Baker/Daniela Steiner         | Map 2 Lot 7    | 36.374 Acres | Chapter 61B | New FY19      |
| West/Connelly, Laurence/Portelli    | Map 13 Lot 49  | 2.5 Acres    | Chapter 61A | Also 61 Land  |
| West/Connelly/Laurence/Portelli     | Map 13 Lot 59  | 3.5 Acres    | Chapter 61A |               |
| Tom McCrumm                         | Map 9 Lot 2    | 69.4 Acres   | Chapter 61A |               |
| Anna Fessenden                      | Map 8-6 Lot 1  | 47 Acres     | Chapter 61B |               |

**Signatures**

- A chapter lien was signed by all board members for 502 Bug Hill Road in the new ownership of Perkins
- Motor Vehicle Commitment # 5 signed by all board members
  - JM shared that she had sent an email to the office of Senator Hinds regarding Motor Vehicle Excise tax billing and the issues revolving around postal codes. The Town of Charlemont and Buckland have had meetings with Senator Hinds and the DOR trying to come up with solutions to not only the excise billing but issues around the postal codes that impact towns. Ashfield residents have post codes in the abutting towns of Shelburne Falls, Williamsburg and Buckland.

### **Other Business**

JM reminded the board that she had filed a motion to dismiss the Double Edge Theatre vs. Town of Ashfield Board of Assessors case with ATB. The reasons for dismissal include the sale date of the property and failure to pay the FY17 tax. The telephone motion will be heard on Thursday September 28, 2017. GS will act on behalf of the Board and JM will get him the time of the hearing.

### **Upcoming Meetings**

October 10, 2017 at 6 p.m.

### **Appointment**

Kayce Warren (Town Admin) joined the meeting at 8:30 a.m. to discuss the Assistant Assessor job description and Roberts Project.

Assistant Assessors Draft Job Description was distributed having just been draft finalized on Monday 9/25/17. Kayce explained the process of creating the classification and the status of the wage salary study. Kayce asked the board to funnel changes and comments on the draft through JM and the board will discuss at the next meeting. Discussion on the supervision of the role and the reasons to have the Town Admin. be the authority from a human resources standpoint and day to day operations of town hall staff. The Board of Assessors would still be the appointing authority and oversee the work of the position. There was discussion on how the board would be notified of situations that impacted property owners for example the recent "in contention" land dispute. It was decided that moving forward the chairperson of the Board of Assessors will be notified and will move a meeting if action of the board is required.

Roberts TIF and project update. Kayce shared that a proposal has not been submitted and talked about the Draft TIF policy that she is working on. Discussion on contacting other Board of Assessors regarding the role of the assessors in the TIF making process. JM shared her experience in Shelburne and recommended contacting Greenfield as well. GS also spoke of contacting the City of Lowell for information. Once a final draft is ready it can be reviewed by the Board of Assessors. This TIF policy and formation of the TIF committee is in the sole authority of the Selectboard.

A motion was made and seconded to adjourn the meeting at 9:35 a.m. Vote: 3-0

Respectfully Submitted:

Jennifer Morse

September 28, 2017