



MINUTES
OF THE MEETING OF
THE BOARD OF ASSESSORS

November 7, 2022
7:00 PM
HYBRID MEETING

In Attendance: Amy Brugnoli (AB); Nicholas Giaquinto (NG); Anne Marie Sinnott (AMS), Principal Assessor; Elaine Fiore (EF), Administrative Assistant

The meeting was called to order at 7:15 PM. Motion was made by NG to open the meeting and seconded by AB. Vote NG – Yes; AB – Yes

7:15 PM NG moved to accept the October 3, 2022 meeting minutes and seconded by AB. Vote AB – Yes; NG – Yes

There was no new business not anticipated by the Chair.

AMS informed the Board that the administrative clerk has accepted another position in Town. She stated this was a promotion for the individual and she was an excellent employee that will be very successful in her new position.

AMS stated this is the second time we have lost a good worker to another higher paying position in Town. AMS presented a revised job description to the Board for review. AB and NG reviewed and supported the draft job description after a discussion about the changes. One of the changes in the revised job description is the addition of field work. The department has gone without a 4th position for two budget cycles and it doesn't appear the 4th position will be added back in the near future. Having another position eligible to conduct field work will be a benefit to the department.

EF shared with the Board the last time the department was shorthanded she worked extra hours and weekends to keep current. At that time she asked for overtime and AMS was informed it wasn't available unless there was a specific project. EF asked if she could be compensated for extra hours worked. She explained comp time doesn't help since it must be taken within a specified timeframe, while you're still shorthanded. The Board discussed having the Chair approach the Town Administrator about paid overtime.

7:23 PM NG moved to accept job description as written seconded by AB. Vote AB – Yes; NG – Yes

AMS updated the Board on the certification process stating an appointment has been scheduled for November 10th with Patriot Properties Support to include updating the personal property database with second homes from the real estate database. Once this is completed the final LA4 can be run and submitted, new growth can be finalized and submitted and billing extracts can be produced. Classification hearing is scheduled for November 21, 2022 at 7:00 PM.

AMS informed the Board of changes to Town Hall processes. All department head timesheets must now be signed off by the Town Administrator regardless of union status. There is no change in the reporting structure. The Town Administrator sent the department heads an email November 1st outlining working hours stating managers and department supervisors are expected to work beyond the normal work day as required and “compensatory time” needs to be approved by the Town Administrator.

AMS informed the Board that a request for bid for cyclical inspections was posted on November 1, 2022 with a deadline of December 1, 2022.

AMS also informed the Board that an all-electric car has been ordered for 2023. The Ford Mustang Mach E was ordered because due to supply issues all the other vehicles weren’t available until 2024 and a price could not be confirmed.

AMS attended a mandatory department head training seminar covering working with Boards/Committees and De-Escalation. The Town will be trying to arrange a similar training seminar for Boards and Committees at a later date.

Board reviewed the FY2024 to FY2028 contract with Patriot Properties. Town Counsel reviewed and signed earlier this month.

7:40 PM NG moved to accept contract with Patriot Properties for work to be performed in FY2024 through FY2028 seconded by AB. Vote AB – Yes; NG – Yes

7:41 PM NG moved to approve uncollectable motor vehicle excise abatements requested by Treasurer/Collector, Lisa Clark for the years 2002 to 2018 seconded by AB. Vote AB – Yes; NG – Yes

At 7:42 PM Executive Session – Move to go into Executive Session 7 (Exemptions and Chapter Land Applications) under MGL c30A, Sec 21 (a) 7, to comply with, or act under the authority of MGL c59, Sec 60 to resolve the issues to be considered and to go back into open session, moved by NG; seconded by AB. Vote NG – Yes; AB – Yes

At 7:54 PM upon exiting Executive Session NG moved to affirm the 47 exemption applications; 3 chapter land applications and 14 real estate abatements following MGL C 59 S 72A as voted and discussed in Executive Session seconded by AB. Vote NG – Yes; AB – Yes

7:55 PM NG moved to recommend, to the Select Board, a single tax rate for Fiscal Year 2023 for the Classification Hearing scheduled for November 21, 2022. Seconded by AB. Vote NG – Yes; AB – Yes

7:56 PM NG moved to recommend, to the Select Board, no residential exemption and no small commercial exemptions for Fiscal Year 2023 for the Classification Hearing scheduled for November 21, 2022. Seconded by AB. Vote NG – Yes; AB – Yes

The next meeting is scheduled for November 28, 2022 @ 7:00 PM

Having no other business, on a motion of (NG), seconded by (AB), the Board voted to adjourn the meeting at 7:57 PM.

Christopher Bitteker– Chair



Amy Brugholi – Vice Chair



Nicholas Giaquinto – Member