

## **June 4, 2019 Board of Assessors Meeting Minutes**

**Board Members Present:** Chairman Stephen Schmidt and member and Diane Jacoby.

**Absent:** Member Susan Reyes and Administrative Assessor Ken Holmberg.

**Also present:** Treasurer Ryan Mailloux for 5 minutes and Assessors' Clerk Leslie Bracebridge.

Chairman Schmidt opened the meeting at 5:05 PM in the Shutesbury Town Hall Assessors office.

### **Meeting minutes:**

The May 21, 2019 meeting minutes reviewed and approved after minor edits.

### **The following Accountant Reports were approved and signed:**

	<b><u>Commit. Year</u></b>	<b><u>Month reported</u></b>	<b><u>Total Amount Abated</u></b>
<b>Motor Vehicle Abatements:</b>	<b>2016</b>	<b>May 2019</b>	<b>\$5.83</b>
<b>Motor Vehicle Abatements:</b>	<b>2017</b>	<b>May 2019</b>	<b>\$128.44</b>
<b>Motor Vehicle Abatements:</b>	<b>2018</b>	<b>May 2019</b>	<b>\$1,162.50</b>
<b>Motor Vehicle Abatements:</b>	<b>2019</b>	<b>May 2019</b>	<b>\$67.50</b>

### **Topics not reasonably anticipated 48 hours in advance of the meeting:**

1. Leslie will return a call to a bank to confirm that an increased valuation is correct. If the bank seeks further information, she will refer the caller to Ken after his return on June 17.
2. If groups inquire about applying for real estate tax exemptions, they will be advised to complete an application form 1B-3 and a 3ABC form. Those forms, along with Department of Revenue (DOR) guidelines are posted on the DOR website.

**At 5:35 PM a motion was made and seconded to enter into executive session for reason number 8 – to conduct preliminary screening of applicants for the position of Administrative Assessor, and then to return to open meeting: Schmidt – aye, Jacoby - aye.**

### **At 7:50 PM the Board re-entered open meeting:**

1. Town Treasurer Ryan Mailloux advised Assessors of the wide range of costs associated with municipal employees. He reviewed the types of questions that can and cannot be asked during employment interviews. Assessors concluded that their task is to select the response, which best fills the responsibilities of Administrative Assessor for Shutesbury.
2. Leslie will schedule interview appointments for Tuesday June 11.

**The next Board of Assessors meeting will be Tuesday, June 11, 2019 at 5:00 PM.**

**Assessors adjourned at 8:00 PM.**

**Respectfully submitted, as approved on June 18, 2019,**

**Leslie Bracebridge**  
**Assessors' Clerk**

### **List of Documents used at the meeting:**

1. June 4, 2019 meeting agenda.
2. May 21, 2019 draft meeting minutes.
3. Motor Vehicle Abatement Accountant Reports listed in the table above.
4. Notes from telephone and walk-in inquiries.