

## February 15, 2023 Board of Assessors VIRTUAL Meeting Minutes

**Board Members Present:** Chairman Howard Shpetner and members: J. April Stein and George Arvanitis.

**Also present:** Town Administrator Rebecca (Becky) Torres and Assessors' Clerk Leslie Bracebridge.

**Guests:** None

The meeting was opened at 5:35 PM online using ZOOM Meeting ID: 868 4794 3905, Passcode: KR249Y. Phone: 1.646.558.8656, Passcode: 066393.

**1. Members welcomed the Board's newest member George Arvanitis,** appointed to fill the vacancy created when Jeffrey Quackenbush resigned, effective January 31, 2023. **The Board proceeded to elect a new Chairperson:** April nominated Howard to be the Chairperson, George seconded the nomination, Howard stated his interest in serving in that capacity: Stein – aye, Arvanitis – aye, and Shpetner – abstained.

**2. The 1/11/23 meeting minutes were approved as written:** Stein – aye, Shpetner aye, Arvanitis abstained.

**3. The following Accountant Reports as prepared by the Clerk, were explained, and then a motion made and seconded to approve the reports for signature stamps with George to come to the Assessors' office to sign in person while awaiting his signature stamp to be made:** Stein – Aye, Arvanitis – Aye, Shpetner – Aye.

- **Motor Vehicle Abatements:**

<u>Commit. Year</u>	<u>Report Date</u>	<u>Total Amount Abated</u>
2022	January (2023)	\$50.00

- **Community Preservation Act Exemptions and Abatements:**

<u>Commit. Year</u>	<u>Report Date</u>	<u>Total Amount Abated</u>
2023	January (2023)	\$264.93

**4. & 5. The following Motor Vehicle Commitments to the Collector, as prepared by the Clerk, were explained and then a motion made and seconded to approve for signature stamps, with George to sign in person at the Assessors' office:** Stein – Aye, Arvanitis – Aye, Shpetner – Aye.

<u>Commit. #</u>	<u>Commit. Year</u>	<u>Commit. Date</u>	<u>Total Amount Committed</u>
7 <sup>th</sup>	2022	January 31, 2023	\$743.40
<u>Commit. #</u>	<u>Commit. Year</u>	<u>Commit. Date</u>	<u>Total Amount Committed</u>
1 <sup>st</sup>	2023	February 6, 2023	\$176,281.62

**6. Assessors reviewed and a motion made, and seconded to approve for signature stamps, with George to sign in person, the Annual Form 1, in accordance with the provisions of MGL Chapter 59, Section 29, which gives "...seasonable notice to all persons subject to taxation in their respective towns...requiring the said persons to bring into the assessors a true list...":** Stein – Aye, Arvanitis – Aye, Shpetner – Aye.

**7. Leslie reported that the FY 23 Exemption applications due April 1, and FY 24 3 (ABC) applications, due March 1 are coming in.** The applications are not public documents. Assessors are invited to come to the office individually to review the applications, and the process for review and approval as advised by the Assessing Consultant and in keeping with the statutes, as voted at the May 2022 Annual Town Meeting.

**8. Leslie reported the Board has 3 abatement requests for FY 23.** Board members had previously and individually visited the office to review the actual abatement applications, which are not public. \_ \_

**8.a:** Leslie requested an administrative corrective real estate abatement be approved for lot Q-1, in the amount of \$641.71, due to a clerical error of acreage. The Consultant has reviewed the relevant deeds and surveys, and recommended the abatement be made. **A motion was made and seconded to approve the abatement for Lot Q-1, as recommended by the Consultant:** Stein – Aye, Arvanitis – Aye, Shpetner – Aye.

**8.b:** Leslie requested the Board consider a real estate abatement for ZB-81 in the amount of \$82.98, as recommended by the Consultant, and the corresponding CPA (Community Preservation Act surcharge) be abated in the amount of \$1.24. **A motion was made and seconded to approve the abatement, as recommended by the Consultant for Lot ZB-81:** Stein – Aye, Arvanitis – Aye, Shpetner – Aye.

**8.c:** Leslie requested the Board consider **a real estate abatement for T-83 in the amount of \$619.58, and the corresponding CPA surcharge in the amount of \$9.29, as recommended by the Consultant.** A motion was made and seconded to postpone the Board of Assessors’ decision until the March meeting: Stein – Aye, Arvanitis – Aye, Shpetner – Aye.

**9.** Leslie reported that in the process of getting out the 3<sup>rd</sup> quarter bills, 19 second homes had been identified as not having a personal property tax by the Collector. These properties were reviewed by the Consultant, who was in agreement with the Collector. The Consultant calculated the omitted taxes, and **recommended that Assessors approve an Omitted and Revised Warrant to the Collector in the total amount of \$1,113.59:** A motion was made and seconded to approve the recommendation of the Consultant to sign an Omitted and Revised Warrant in the amount of \$1,113.59: Stein – Aye, Arvanitis – Aye, Shpetner – Aye.

**The next meeting was scheduled for: Wednesday March 22, 2023 at 6:30 PM.**

**A motion was made and seconded to adjourn at 8:05 PM:** Stein – Aye, Arvanitis – Aye, Shpetner – Aye.

**Respectfully submitted, as approved on March 22, 2023,**

**Leslie Bracebridge**  
Assessors’ Clerk

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

1. February 15, 2023 meeting agenda.
2. January 11, 2023 draft meeting minutes.
3. State Tax Forms 147/147E, as detailed in the minutes for Real Estate and CPA abatements.
4. Accountant reports and Commitments to the Collector as detailed in minutes.