

## May 17, 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

Chairman Howard Shpetner opened the meeting at 6:35 PM online using ZOOM Meeting ID: 885 4911 8901, Passcode: yyM4Jc. Phone: 1.646.558.8656, Passcode: 451393.

### **1. The April 19, 2023 meeting minutes were approved as written.**

### **2. The following Accountant Report was approved for signature stamps: Motor Vehicle Abatements:**

<u>Commit. Year</u>	<u>Report Date</u>	<u>Total Amount Abated</u>
2023	April (2023)	\$360.29

Stein – aye, Arvanitis - aye, Shpetner – aye.

### **3. Assessors reviewed and approved for signature stamps the following motor vehicle commitments:**

<u>Commit. Date</u>	<u>Commitment #</u>	<u>Total Commitment Amount</u>
April 20, 2023	40 <sup>th</sup> for 2022	\$7.39
April 20, 2023	20 <sup>th</sup> for 2023	\$133.72

Stein – aye, Arvanitis - aye, Shpetner – aye.

### **4. Personal Property Vendor Options Update:** Town Administrator Becky Torres reviewed details of consulting personnel and fees to be presented to the Select Board to assist in the Assessors' Department:

- Administrative Assessor: David Burgess on-going Administrative work at 5 hours/week/20 hours/month.
- Roy Bishop Associates: For a base price of \$5,000 proposed “all tasks required of the Assessors for annual real and personal property certification” **including 504 valuations** and:

- Building permit and new property inspections, and data entry of changes
- Sales review
- Personal property valuation (form of list review and electric utility valuations)
- Review of Chapter land applications and data entry
- Value all property in Shutesbury and prepare all DOR forms and Gateway submissions
- DOR value certification liaison
- Assessors' abatement review
- Periodic communication with the Town/Assessors.

ix. As a further option, Bishop Associates will conduct annual cyclical property inspections as required by the DOR including data entry of property data changes at \$25 per parcel.

David Burgess has reviewed the Bishop proposal and advised Becky that the proposal is very reasonable.

Leslie expressed her relief at having Consultants with technical expertise and skills to do the things that she doesn't have the skills or knowledge to do. Assessors supported the proposed personnel actions: Stein – aye, Arvanitis - aye, Shpetner – aye. Becky will present the proposed information to the Select Board on May 23, 2023 for their final approval.

**5. The Massachusetts Association of Assessing Officers** is changing their billing system from community by community to individual memberships, and has requested all Assessors' individual email addresses. Assessors authorized Leslie to send their individual email addresses to the Association. It is expected that Assessors will receive their invoices at nearly the same time, submit them to the office, and that one payment will be made.

**6. The Department of Revenue (DOR) Division of Local Services (DLS) April issue of City and Town:** is devoted to Resources for new Assessors. There are links to other information for Assessors within the publication, optional up-coming training, including a free June 6, 2023 “*Completing the Tax Rate Recap*”

*Forms*” webinar, and a link to the DOR YouTube training channel, where previous trainings are posted for viewing at the convenience of Assessors.

**Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting:**

1. Leslie offered her apology for not getting the topic of a means-tested exemption information sheet and application on the May meeting agenda. It will be on the June agenda, and once approved, the applications and information will be mailed out in early July.

**Schedule Next Meeting:** June 14, 2023 at 6:30 PM.

**Assessors Adjourned at 7:35 PM.**

**Respectfully submitted, as approved on June 14, 2023,**

**Leslie Bracebridge  
Assessors’ Clerk**

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

1. May 17 2023 meeting agenda.
2. April 19, 2023 draft meeting minutes.
3. Summaries to Accountant and warrants to Collector as detailed in minutes.
4. DOR/DLS publications and contact information as detailed in minutes.