

## June 14, 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.

Chairman Howard Shpetner opened the meeting at 6:47 PM online using ZOOM Meeting ID: 8122898 2048, Passcode: r122Zu. Phone: 1.646.558.8656, Passcode: 121099.

**1. A motion was made and seconded to approve the May 17, 2023 DRAFT Assessors' meeting minutes as written. Stein – aye, Arvanitis - aye, Shpetner – aye.**

**2. A motion was made and seconded to approve for signature stamps the following Accountant reports:**

• **Motor Vehicle Abatements:**

<u>Commit. Year</u>	<u>Report Date</u>	<u>Total Amount Abated</u>
2023	May (2023)	\$0.00
2023	June (2023)	\$5.00

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

**3. A motion was made and seconded to approve for signature stamps Motor Vehicle Commitment #3:**

<u>Commitment Date</u>	<u>Commitment #/year</u>	<u>Total Commitment Amount</u>
May 26, 2023	3 <sup>rd</sup> /calendar 2023	\$9,988.85

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

**4. A motion was made and seconded to approve for signature stamps the following FY 24 Commitments:**

<u>Commit. Date</u>	<u>Commitment</u>	<u>Total Commitment Amount</u>
June 13, 2023	FY 24 Preliminary Real Estate	\$2,598,624.86
June 13, 2023	FY 24 Preliminary Personal Property	\$118,885.29
June 13, 2023	FY 24 Preliminary CPA	\$27,055.17

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

**5. A motion was made and seconded for signed notarization by Chairman Shpetner of a Chapter 61**

**Form CL-9 Forestry Classification Lien Release:** Administrative Assessor Burgess has advised the Board of Assessors to release from Chapter 61 Forestry, the 8.88 Acres of ZH-12, previously owned by W D Cows Inc. that were deeded to the Town of Shutesbury on November 4, 2022 (in exchange for lots: B-22, B-27, and B-28, previously owned by the Town of Shutesbury to W D Cows.) **Stein – aye, Arvanitis - aye, Shpetner – aye.**

**6. A motion was made and seconded to approve the draft Means-Tested Exemption Application and information sheet:** In their review, Board members discussed and added precision wording to ensure that applicants understood the meaning of all assets. Discussion ended with the conclusion that the amended draft met all needs that they could think of for the inception year of this exemption, and that the application could be edited and changed in future years as its actual use may warrant. **Stein – aye, Arvanitis - aye, Shpetner – aye.**

**7. A motion was made and seconded to review and recommend 2 Cartographic Associates, Inc. (CAI)**

**Mapping Contracts for the coming year for the Select Board to sign:** The contracts have been reviewed and approved by Administrative Assessor David Burgess. The offset contract dates account for:

a. The \$900 maps maintenance contract (provision of annual mapping updates) runs from January 1, 2023 to December 31, 2023 to coincide with the Massachusetts tax assessment year;

b. The \$2000 AXIS GIS Autorenewal contract (“hosting services” of Shutesbury’s tax maps online) runs from October 1, 2023 through September 30, 2024, in consideration of CAI’s understanding that municipalities have an easier time paying bills within the fiscal year, than prior to the beginning of each fiscal year.

Assessors offered no amendments to the contracts. **Stein – aye, Arvanitis - aye, Shpetner – aye.**

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

1. Leslie reported that both Administrative Assessor Burgess had successfully sent values for billing to the new VADAR billing vender, and Collector McKay, on June 13, had successfully printed the first quarter FY 24 tax bills. Warrants for the corresponding 1<sup>st</sup> and 2<sup>nd</sup> quarters preliminary commitments will be created in the following amounts: Preliminary Real Estate: \$2,598,624.86, Preliminary Personal Property: \$118,885.21, Preliminary CPA: \$27,055.17.
2. Becky confirmed that David Burgess has been hired as Shutesbury's part time Administrative Assessor, and Roy Bishop has been hired for the annual tax year recertification, and valuing, including personal properties and utilities. While there appears to be some overlap in responsibilities, David and Roy know each other well, and have worked both separately and together for Shutesbury before, including during the FY 23 revaluation/recertification process. They understand who will do which tasks.

**Schedule Next Meeting:** Wednesday, July 26 at 6:30 PM.

**Assessors Adjourned at 7:55 PM.**

**Respectfully submitted, as approved on July 26, 2023,**

**Leslie Bracebridge  
Assessors' Clerk**

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

1. June 14, 2023 meeting agenda.
2. May 17, 2023 draft meeting minutes.
3. Commitment warrants and abatement summaries to the Accountant as detailed in the minutes.
4. CL-9 Lien release
5. CAI contracts