

June 18, 2019 Board of Assessors Meeting Minutes

Board Members Present: Chairman Stephen Schmidt and members Susan Reyes and Diane Jacoby.

Also present: Administrative Assessor Kenneth Holmberg and Assessors' Clerk Leslie Bracebridge. Chairman Schmidt opened the meeting at 5:05 PM in the Shutesbury Town Hall Assessors office.

Meeting minutes:

Steve and Diane approved the June 4, 2019 meeting minutes as written. Susan abstained as she had not been present at the June 4 meeting.

Assessors unanimously approved the June 11, 2019 meeting minutes after making minor edits.

At 5:15 PM a motion was made and seconded to enter into executive session for reason number 8 – to approve meeting minutes made in Executive session regarding the first interviews of candidates for the position of Administrative Assessor and then to return to open meeting: Schmidt – aye, Reyes – aye and Jacoby - aye.

At 5:30 PM the Board re-entered open meeting.

Follow-up on Search for Administrative Assessor Position and Plan Transition:

1. Steve read an email from Kevin Rudden confirming that Kevin will be meeting with Ken on Monday, June 24. Ken plans to orient Kevin to the office and possibly do some site inspections as well. Steve offered to join them for a short time to formally welcome Kevin to Shutesbury.
2. Assessors dictated a letter for Steve to sign notifying the firm that had submitted a proposal, that another candidate had accepted the position. Assessors will review the letter with TA Torres to let her know that it will be sent. Selectmen may also want to send a letter.

Topics Not Reasonably Anticipated 48 hours in advance of the meeting:

1. Assessors unanimously voted to send revised warrants to the Tax Collector for a revised real estate tax on property removed from Chapter 61 in the amount of 1283.96 and a corresponding Community Preservation Act tax in the amount of \$19.26 on ZW-16 at 18 January Hills RD.
2. Steve distributed copies of a response letter, which he had written to the Select Board, indicating that he would not be accepting reappointment to a new term on the Board of Assessors. Steve noted in his letter that he understood this to be a time of major change in the Assessors' office and he would therefore be willing to stay on for a limited time to help with the transition. Steve's letter further stated that he will complete his service by December 31, 2019 and sooner if someone is found to fill the position. All present expressed their sense of loss with this notice.
3. Assessors also expressed a sense of loss for Ken as this is Ken's last meeting with the Board.

The next Board of Assessors meeting will be July 9, 2019 at 5:00 PM.

Assessors adjourned at 6:05 PM.

Respectfully submitted, as approved on July 9, 2019,

Leslie Bracebridge
Assessors' Clerk

List of Documents used at the meeting:

1. June 17, 2019 meeting agenda.
2. June 4 and 11, 2019 draft meeting minutes.
3. State Tax Form 63, warrants to Collector for additional Tax Due
4. June 17, 2019 Email from Kevin Rudden.
5. June 18, 2019 letter of Stephen H. Schmidt to the Shutesbury Board of Assessors.