

Board of Assessors Minutes of Meeting August 14, 2019

Attendance: Chairman, Norman Charest, Assessors Robert Makuch, Principal Assessor, Carolyn Reed and Assessors' Clerk, Jane Ferrentino were in attendance.

A motion was made to call the meeting to order at 5:00 pm.

Acceptance of Minutes: The minutes from the 7/17/2019 meeting were accepted.

Correspondence:

- What's New In Municipal Law – Thursday October 3rd at the Log Cabin in Holyoke
- Free Cash Notification – Carolyn informed the Board that the Town has received notification of free cash in the amount of \$625,620.

Old Business:

- FY2020 Interim Review – Carolyn informed the Board that Zack completed all 2018 Building Permit Inspections and plans to return the rest of the property cards next week. After the sales review, the total town valuation has increased about \$4.2 million from \$624 million to \$628 million. Carolyn added that we will have approximately \$2 million in growth from the Building Permits. We estimated that the growth would be between \$60,000 and \$70,000 and after reviewing it looks like that's where the growth increase will be.
- UMASS Class - Carolyn attended the session at UMASS last week and it was very informative about Solar Projects and valuation

New Business:

- New Employee Handbook – Carolyn informed the Board that we received a new employee Handbook and it has been distributed to all employees. We have a copy in our office.
- Personal Property Inspections – Carolyn informed the Board that the last time we had a Personal Property Inspection was for FY15 by RRC and that the DOR requirement is to have one every 10 years. Carolyn advised the Board that we will need have the inspections completed before the next certification so we may want to consider for FY21 Budget. The Board agreed and asked Carolyn to get quotes.
- Auditors – The Auditors were here this week and we provided them with various information that they had requested.
- Chapter Applications – Carolyn informed the Board that have received some Chapter applications and will be reviewing in the next couple week before the next meeting. Jane will have NOA's for the applications we have received ready for the Board to review at the next meeting.

- Office Remodeling – Jane and Carolyn informed the Board that we will be getting the office remodeled in the next couple weeks with new paint and carpets. They asked the Board about getting new printers. The Board approved the purchase of 2 new printers for the office. The Board suggested that we contact Entre Computer about disconnecting and re-connecting the computers and printers during the remodeling. Carolyn will contact Entre about scheduling them to come in.
- Cyclical Inspection Data Entry – Carolyn informed the Board that we have started adding information from the Cyclical Inspections
- MVE Commitment – Jane processed commitment #4 for Motor Vehicle Excise. Bills are due the end of August.

Signatures/Approval:

- Payroll Sheets were signed by the Board
- Weekly Timesheets were signed by Norman Charest
- Zack and KRT Invoices – Carolyn will submit when we get the permits back from Zack.

Executive Session – At approximately 5:30 Mr. Makuch made a motion to enter into Executive Session to discuss property valuation and pending ATB case. The Board will resume in Open Session. Roll call vote was taken on the motion. Mr. Charest – yes. Mr. Makuch – yes.

At approximately 5:51 pm Mr. Makuch made a motion to adjourn Executive Session and return to Open Session. Roll call vote was taken on the motion. Mr. Charest – yes. Mr. Makuch – yes.

Next Meeting: Wednesday, September 18, 2019 at 5:00 PM. At approximately 5:58 pm the meeting was adjourned.

Respectfully Submitted,

Jane Ferrentino
Assessors' Clerk