

## Board of Assessors Minutes of Meeting January 11, 2022

ZOOM CONFERENCE INFORMATION WAS POSTED IN THE MEETING AGENDA FOR THE PUBLIC TO JOIN.

**Attendance:** Assessors Norman Charest, Robert Makuch and Jason Barroso and Principal Assessor, Kelly McCormick. Associate Assessor, Jane Ferrentino joined through Zoom.

A motion was made to call the meeting to order at 12:33 PM. There were no calls from the public to join the meeting.

October 5, 2021, November 2, 2021, December 8, 2021 Open Session Meeting Minutes were reviewed. Mr. Barroso noted that Mr. Charest was not listed on the Attendance for the October 5<sup>th</sup> meeting. We will hold off on voting on the minutes for that meeting and Kelly will check the Attendance. Mr. Barroso made motion to approve the November 2, 2021 minutes. Mr. Makuch 2<sup>nd</sup>. Mr. Barroso made a motion to approve the December 8<sup>th</sup> minutes. Mr. Charest 2<sup>nd</sup>.

### **Correspondence:**

- Quotes for FY23 –
  - CAI Technologies – The FY23 quote for our Tax Map Maintenance is \$2,100, which is an increase of \$150 from the amount paid in FY22.
  - KRT - The FY23 quote for the Interim Year Review is \$3,800, which is an increase of \$300 from the amount paid in FY22.
  - Vision – The FY23 quote for our CAMA maintenance is \$7,644, which is an increase of \$695 from the amount paid in FY22.
  - Zachary Bombard (Building Permits and Cyclical Inspections) – The FY23 quote for Building Permits inspections stayed the same at \$18 per inspection. Cyclical Inspections increased from \$23 to \$24 per inspection for FY23.
- Open Meeting Law and Conflict of Interest Forms – Kelly informed the Board that she is waiting for 2 more signatures and will then submit the documents from our office to the Town Clerk.
- Employee Handbook – Kelly informed the Board that the Board of Selectmen have not yet made any changes and are looking for comments and suggestions from staff and Board members. The Town Administrator sent everyone a red lined copy to mark the areas to review but the copy received did not include any edits. The Board of Selectmen plan on having several discussions prior to approving a final copy.
- FY22 RE & PP Commitments – We have printed out the FY22 Real Estate and Personal Property Commitments and contacted Bridgeport National Bindery to get quote on binding our Commitment books for FY20, FY21 and FY22. The quote received is for \$45 per book, and there is a minimum of \$100. The cost to bind the books would come out of our expense account.
- Mask Mandate – Kelly informed the Board that the Selectmen will be reviewing the mask requirement on a weekly basis.

- Office Update - December deeds have been entered into vision. Kelly is working with CAI to transfer updated mapping and property cards. Jane is working on FY22 mapping changes this week.

#### **New Business:**

- FY2023 Budget Preparation – Kelly gave everyone a copy of FY23 budget request form and copy of the new FY23 salary chart. Last night at their meeting, the Board of Selectmen approved a 5% COLA in addition to the Step increase. Effective FY23, Kelly will be at Grade 6 step 9 and Jane will be at Grade 4 Step 3. Mr. Charest asked how the Board of Selectmen came up with the COLA percentage and if they had a consistent plan to determine the COLA in the future. Kelly said they have not received any additional information on how it was determined.

The Board of Assessors salary line is increasing from \$17,090 to \$17,946. The current expense budget \$4,500 and we will review to see if we can decrease the amount at all for FY23. The software budget is increasing from \$8,708 to \$9,579. Mapping is increasing from \$1,950 to \$2,100. Public utilities appraisals are \$8,000, the same as last year. The preliminary FY23 budget request is for FY23 is \$130,754.33. Mr. Charest will review the budget request with Kelly prior to submitting the final request and meeting with Advisory. Kelly reviewed that the Salary line for the Principal Assessor and Associate Assessor which included the additional hours for in-person school at UMASS.

Anticipated Warrant Articles – Kelly informed the Board that she had a conversation with the Town Treasurer, Dick Patullo, regarding the Annual Warrant Articles needed to get the funding for the state mandated requirements. The Treasurer asked that the Board consider changing the way that they do this to make it easier on their end for accounting purposes. The Board briefly discussed their concerns with including it in the Budget due to the limitations it could place on us. We often have to work around the availability of our consultants and if the money were in the Budget, it would have to be used by the end of the Fiscal year. Having it appropriated at Annual Town Meeting allows the funding to be there when we need it. Kelly gave Dick an example of how important this is due to our office not being able to perform any of our planned Cyclical Inspections for FY2021 due to the pandemic. Since the money had already been appropriated, it was available when we needed it and we were able to catch up and get back on track by having our inspector complete double the inspections in FY22. The Board agreed that they are open to suggestions and would like to find a way that works better for everyone, but without it impacting our process and preventing us from meeting the mandated requirements. Kelly will discuss further with the Treasurer and the Accountant.

The Board also expressed interest in the possibility of adding another Warrant Article to adjust the residency requirement for the Clause 22 Veteran Exemption. Kelly explained that if the legislative body voted in favor of adopting the local option, it would adjust the residency requirement change to one year instead of two years.

Kelly will speak with Rose Crowley about it. Stabilization Fund – Kelly will look at and we will discuss at our next meeting.

- Annual Town Report – Kelly drafted an Annual Town Report and gave to the Board to review. There were some minor changes that the Board discussed, and Kelly will make the changes to the report.
- FY2022 Exemption Applications - Have all met requirements.

- Linda Paquette Veterans Exemption 22D
- Thomas Ford Veterans Exemption 22
- Henry Wawronzonek Veterans Exemption 22
- New Exemption – denied - Harold Green Veteran Exemption 22 – Denial – Does not own a domicile in Hampden – Kelly already spoke with the owner. Denial Notice Signed by the Board.

**Executive Session** – At approximately 1:32PM Mr. Barroso made a motion to enter into Executive Session to discuss Real Estate Abatements. The Board will resume in Open Session. Roll call vote was taken on the motion. Mr. Charest – yes. Mr. Makuch – yes. Mr. Barroso – yes.

At approximately 1:43 pm Mr. Charest made a motion to adjourn Executive Session and return to Open Session. Roll call vote was taken on the motion. Mr. Charest – yes. Mr. Barroso – yes.

**Signatures:**

- Invoices:
  - CAI Tech Tax Map - \$487.50

**Next Meeting:**

Next board meeting will be determined at a later date. Meeting adjourned at 1:45 PM

Respectfully Submitted,  
*Jane Ferrentino*  
 Associate Assessor