

**Board of Assessors  
Minutes of Meeting  
March 1, 2022**

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

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

A motion was made to call the meeting to order at 1:12 PM. There were no calls from the public to join the meeting.

Mr. Barroso made a motion to approve the January 1, 2022, Open and Executive Session Meeting Minutes. Mr. Makuch seconded the motion. Mr. Barroso made motion to approve the November October 5, 2021, minutes that have been corrected. Mr. Makuch seconded the motion.

**Correspondence:**

- HHCAA 2022 Spring Seminar – Kelly let the Board know that the HHCAA 2022 Spring Seminar is March 8, 2022, 9:00 AM to 12:00 PM through Zoom. Topic for the Seminar is Personal Property. Kelly and Jane will be attending and closing the office from 9:00 AM - 12:00 PM and will put a sign on the door and notify all other offices.
- Town of Hampden Party – Kelly informed the Board that Jane B from Board of Health has given her some information about a town wide party that the Town of Hampden will be having. The date is scheduled for Saturday, August 13<sup>th</sup>, 2022, and the Selectman have approved it. They would like each office to come up with something for the party. Kelly and Jane will discuss and come up with some ideas.
- MAAO Legislative House Bill #2206 – Kelly informed the Board that the MAAO Legislative Committee sent out a notice regarding a bill they are trying to pass to increase the stipend amount for Assessors and add additional level for the annual stipend based on the number of certifications or designations. Some communities already have the stipend for any Assistant or Principal Assessor that has their Designation. The state would like everyone to reach out to other communities to try and get the Bill passed.
- Employee Handbook – Kelly informed the Board that the Board of Selectmen have integrated the changes to the Employee Handbook that Kelly sent to Bob Markel. Bob Markel has sent the updated Handbook to everyone to review tomorrow at the Department Meeting. Standardized Documents for Grade Changes and Performance reviews are now attached to the Handbook with dates to be completed. Kelly is going to review the revised Handbook before the meeting tomorrow.
- Nursing Home Form of List – The nursing home in town has contacted our office to request a 60-day extension for the Form of List, which is due today. The Board approved the 60-day extension.
- Warrant Articles – Town Administrator Bob Markel sent an email asking all Departments for their Warrant Articles for town meeting. Before submitting them, Kelly asked the Board how they would like to move forward with requesting the funding needed for state mandated requirements. The Board had previously discussed the possibility of closing out

the Assessors Stabilization Fund and moving forward they would request only one Warrant Article to raise and appropriate and/ or transfer from available funds the sum of money needed to meet that year's requirements. The Accountant and Treasurer have indicated that doing it this way would work better for them and it will still allow us to have the money available to pay our vendors when they are available to do the work. The Board agreed to move forward with the new process. This year, we will have one Warrant Article to transfer the remaining balance out of and close the Assessors Stabilization Fund and another Warrant Article to raise and appropriate \$25,000, half of the estimated cost needed between FY23 and FY24.

- Kelly asked the Board if they would like to add a Warrant Article to adopt the local option for the Clause 22 Veteran Exemption residency requirement to be decreased from 2 years to 1 year. The Board approved adding the Article.
- Kelly informed the Board that there is a new Veteran Exemption that some towns have adopted; Clause 22H Gold Star – Surviving Parents or Guardians of Veteran. A surviving parent or guardian of a Veteran that has been killed in the line of duty would be receiving an exemption. There is no state reimbursement yet for this Exemption and it would be a full tax exemption. The Board discussed the new Exemption and have decided to hold off for now and review it again once the state reimbursement is available.
- Services needed for FY23 & FY24 – Kelly reviewed the services that will be needed prior to our Reval in FY24: FY23 Interim Year Review, FY24 Reval Year Review, PP Re-List, FY23 & FY24 Cyclical and Building Permit Inspections. We anticipate the services needed to cost approximately \$50,000.
- Utility Company Form of Lists – Kelly informed that Board that we received the four Utility Company Form of lists and have sent them to Brian from RRC to review.

#### **New Business:**

- FY2022 Renewal Exemption Applications - Have all met requirements. ee will add these Exemptions to Vision and process them in Vadar for the 4th QTR taxes.
  - Clause 22 Exemption – 4, Clause 22E Exemptions -2. Mr. Charest made motion to approve these 6 Clause 22 & 22E Exemptions for FY22. Mr. Barroso seconded the motion. Roll call vote was taken on the motion. Mr. Charest – yes. Mr. Makuch – yes. Mr. Barroso – yes.
- FY2022 New Exemption Applications – Have all met requirements. Jane will add these Exemptions to Vision and process them in Vadar for the 4th QTR taxes.
  - Timothy Lord - Veterans Exemption Clause 22E - Mr. Barroso made motion to approve the Clause 22E Exemption for FY22. Mr. Makuch seconded the motion. Roll call vote was taken on the motion. Mr. Charest – yes. Mr. Makuch – yes. Mr. Barroso – yes. The Board signed the application, Jane will process in Vadar and send out the Exemption Certificate within 10 days.
  - George Desrosiers - Veterans Exemption Clause 22 - Mr. Barroso made motion to approve the Clause 22E Exemption for FY22. Mr. Charest seconded the motion. Roll call vote was taken on the motion. Mr. Charest – yes. Mr. Makuch – yes. Mr. Barroso – yes. The Board signed the application, Jane will process in Vadar and send out the Exemption Certificate within 10 days.



- FY2023 Form of List – Jane informed the Board that we have received most of the FY2023 Form of Lists. The Businesses that are taxable that we have not received a Form of List for, Jane will send out a reminder.
- Crumbling Foundations – Kelly informed the Board that she has reached out to many local communities to see how they are handling homes that have crumbling foundations. The communities that she heard back from that have confirmed cases have adopted one of the two following procedures:
  - Depreciation Schedule from Connecticut
  - Cost to Cure with three different quotes from Engineers.
 Mr. Charest would like our town to have our own procedure in place for any crumbling foundations. He would like us to do some research for a couple of weeks to see if we can find anymore information about the foundations and what procedure would work for our town. We would also need a Disclaimer in the procedure that it is subject to change because this is very new for our town and Massachusetts. The Board agreed to have a meeting to discuss this further on March 16th at 10:00 AM.
- Abatement Inspection Dates – Kelly asked the Board what dates would work for them to go out on Inspections for the FY2022 Real Estate Abatements.

**Executive Session** – At approximately 2:08 PM Mr. Barroso made a motion to enter into Executive Session to discuss FY2022 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 2:25 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.

Kelly informed the Board that she will be on vacation in June for one week and will give them the dates when she finalizes them.

**Signatures:**

- Payroll
- Invoices:
  - Staples - Office Supplies - \$346.82 – Expense #01-141-5420-04
  - IAAO Course 201 (Jane) - \$640 - Expense #01-141-5420-04
  - Zachary Bombard – Cyclical Inspections for Exempt Properties - \$750 – FY2021 Warrant Article #11

**Next Meeting:**

Next board meeting will be March 16, 2022 at 10:00 AM. Meeting adjourned at 2:35 PM

Respectfully Submitted,  
 Jane Ferrentino  
 Associate Assessor