

accepted
5/5/2022
(km)

Board of Assessors Minutes of Meeting March 31, 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 10:10 AM. There were no calls from the public to join the meeting.

The Board reviewed the March 1, 2022, Open and Executive Session Minutes. Mr. Barroso made a motion to accept the March 1, 2022, Open and Executive Session Minutes. Mr. Charest seconded the motion.

Correspondence:

- CAI Technology – Kelly informed the Board that we received a letter from CAI Technology regarding an improved Access GIS Service Platform. The notice does not say there is an additional cost, just that it is being upgraded and should not interrupt our mapping services. Kelly will contact CAI for more info and to schedule a time.
- Town Wide Party – Kelly informed the Board that the date for the party had been moved to Saturday September 10, 2022.

Office Update:

- CAI Mapping Updates- Kelly stated that CAI is working on the FY22 Mapping Changes. Once they are received, Kelly will review them prior to authorizing the changes to GIS.
- Cyclical Inspections – The postcards have been sent out to the streets that Zach will be inspecting starting next week. The police department will be notified which streets he will be doing once we know what day he is starting.

New Business:

- Personal Property Re-List – Kelly informed the Board that she has contacted Ken and confirmed that KRT will begin work on the Personal Property Re-List in May. Kelly is going to send them the FY23 Form of Lists received, and they will be accessing Vision remotely to enter all the data changes. Once the initial data entry is complete, they will be out doing inspections. Kelly informed the Board know that we have at least 25 new accounts after our internal audit of the businesses in town last year. The initial quote for the PP Re-List did not include the additional accounts. Kelly advised that we reach out to Ken and ask that inspections be completed on all the new accounts as well, to ensure all the PP is updated in Vision prior to our Certification in FY24. The initial quote received for the PP Re-List was for \$6,048 (126 accounts at \$48 per account). The Board agreed and asked Kelly to contact Ken to see what the cost would be for the additional accounts.
- Warrant Articles – Kelly provided the Board with a draft of the Warrant Articles for the Annual Town Meeting on May 9th. After reviewing the Articles, the Board asked Kelly to

contact the Town Administrator, Bob Markel, and ask him to make a correction to the wording on Article #15. Kelly will reach out to Mr. Markel.

- FY22 Real Estate Exemption Applications (Renewals) – Jane reviewed the following Clause 22 Veteran Exemption applications, stating that both applicants have been receiving the exemption and continue to meet the requirements.

- Alfred Mendrala – 23 Fox Run Lane - Clause 22 Exemption
- David Gagnon – 71 Pondview Dr - Clause 22 Exemption

Mr. Barroso made motion to approve these 2 Clause 22 Exemptions for FY22. Mr. Charest seconded the motion. Roll call vote was taken on the motion. Mr. Charest – yes. Mr. Makuch – yes. Mr. Barroso – yes. Jane will add these Exemptions to Vision and process them in Vadar.

- FY2022 New Real Estate Exemption Application – Jane reviewed the following Clause 41C Senior Exemption application, stating that the applicant has met the requirements.

- Phillip Jones – 77 Chapin Rd – Clause 41C Exemption.

Mr. Barroso made motion to approve the Clause 41C 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. Jane will add the Exemption to Vision and process it in Vadar.

Signatures:

- Invoices:
 - Staples - Office Supplies - \$427.01 – (Expense #01-141-5420-04)
 - WB Mason – Office Supplies - \$31.07 – (Expense #01-141-5420-04)
 - MLS Quarterly Fees - \$87.00 – (Expense #01-141-5420-04)

Miscellaneous:

Kelly informed the Board of her planned vacation dates this summer.

Executive Session – At approximately 10:40 AM, Mr. Makuch made a motion to enter into Executive Session to discuss FY2022 Real Estate Abatements. Mr. Barroso seconded the motion. 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 11:05 AM, Mr. Barroso made a motion to adjourn Executive Session and return to Open Session. Mr. Makuch seconded the motion. Roll call vote was taken on the motion. Mr. Charest – yes. Mr. Makuch – yes. Mr. Barroso – yes.

Next Meeting:

Next board meeting will be determined at a later date. Meeting adjourned at 11:22 AM

Respectfully Submitted,

Jane Ferrentino
Associate Assessor