

Board of Assessors Minutes of Meeting May 5, 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

A motion was made to call the meeting to order at 11:53 AM. There were no calls from the public to join the meeting.

Acceptance of Minutes:

- The Board reviewed the March 16, 2022, Open and Executive Session Minutes. Mr. Barroso made a motion to accept the March 16, 2022, Open and Executive Session Minutes as amended. Mr. Makuch seconded the motion. All were in favor.
- The Board reviewed the March 31, 2022, Open and Executive Session Minutes. Mr. Barroso made a motion to accept the March 31, 2022, Open and Executive Session Minutes as amended. Mr. Makuch seconded the motion. All were in favor.

Correspondence:

- MAAO Summer Conference will be held in person at Hotel 1620 in Plymouth Harbor, from Tuesday, June 21st through Friday, June 24th. They will be sending out a schedule of sessions being offered, and we have the option of registering for the entire week or for a single day.
- CAI Technology – Kelly informed the Board that we received a follow up letter from CAI Technology regarding the upgrade to their newly improved platform. The new notice stated that they will be increasing the annual fee for the Web GIS Support from \$2,400 to \$3,000, for all of their clients. The increase is due to the cost associated with the updates and will not take effect until next year to allow cities and towns the opportunity to budget for the change. Kelly informed the Board that this increase will not affect our office as this is a separate invoice paid by the Selectmen each year and has nothing to do with the amount that we budget for GIS. Kelly has already informed the Town Administrator and the Selectmen's Office of the increase so they can plan accordingly.
- MAAO FY23 Election Results – Kelly informed the Board that she has received the results from the MAAO Election. Lane Partridge of Barnstable is the President Elect, and Ashlie Brown of Westfield and Karen Tonelli of Montague were both elected for a 3-year term on the E-Board.
- ATM Warrant – Kelly provided the Board with a copy of the Final Draft of the Warrant for ATM which she received from Town Administrator, Bob Markel. Kelly mentioned that our articles are now split up and no longer in consecutive order on the Warrant. We now have Article #12 to transfer the remaining amount out of and close out the Assessor's

Stabilization Fund; Article #13 to transfer the funds needed for DOR mandated programs; and Article #17 to adopt the local option to adjust the residency requirement for the Clause 22 and 22A-22F Veteran Exemption. Kelly and the Treasurer, Dick Patullo, have already reached out to Mr. Markel regarding the wording of Article #13. It should no longer say "raise and appropriate and/or transfer from available funds". Instead, it should say "transfer the funds from overlay for the purpose of funding the DOR mandated programs". Mr. Markel informed Kelly that the article will be corrected prior to printing.

Office Update:

- FY23 Cyclical Inspections – Zak has been out conducting the cyclical inspections. He will be out on Glendale Rd tomorrow. The Hampden Police Department has been notified.
- Personal Property Re-List – KRT is starting their work on the Personal Property Re-List. Ken has agreed to take on the additional personal property accounts for \$48 per account, the same price he had quoted for the others. The previous quote was \$6,048 for 126 accounts. Kelly stated that there are 34 new accounts which adds an additional \$1,632. The new cost for the PP Re-List is \$7,680. They are doing all of the data entry remotely and will begin inspections once complete. Our office will be sending out a letter to business owners in advance so they are aware that someone will be coming out to do an inspection.
- IAAO Course 201 – Jane will begin course 201 next Thursday, May 12th.
- FY22 Static Database – Jane is working on the FY22 Static Database PDF's in Vision.
- FY22 Mapping Updates – Kelly is working with CAI Technologies to finalize the mapping changes. She found some additional corrections to be made and plans to approve the FY22 changes once they send her the updated maps to review.
- Office Light – The light over the taxpayer counter is out in our office. Kelly informed the Board that the Selectmen have approved the replacement of all 6 lights in our office. They will all be replaced with the new LED lights on Friday, May 13th. Jane will be here in the building due to taking course 201.
- Office iPad – Kelly stated that Town Administrator, Bob Markel has approved an iPad for our office that can be used for Zoom meetings and on-site inspections. The expense will be covered under the available Covid funds.

New Business:

- Crumbling Foundations – the Board discussed putting together a policy that would be open to change once there are more sales and data available to show us the true impact it has to the home value. At the Board's request, Kelly ran a report after our last meeting to see how many homes were built in Hampden between 1983 – 2015. Kelly stated that there were 528 homes built in Hampden during that timeframe. The Board will need to agree upon a depreciation schedule that will be used for homes in Town with this issue. Mr. Charest stated that he will be doing some work on this and start putting together a draft of a policy that can then be discussed further.
- Release from Overlay – Kelly informed the Board that we have received a request from Town Administrator, Bob Markel, on behalf of the Board of Selectmen. They have requested that the Board of Assessors declare a surplus of \$50,000 and make the funds available for the operating budget of the Town. The Board briefly discussed that the \$50,000 was the estimated amount that we will need to meet the DOR mandated programs for FY23 and FY24 to meet requirements for our next recertification. Jason made a motion

to declare a surplus of \$50,000 and make the funds available for the operating budget of the Town, with the expectation that the \$50,000 will be used to fund Article #13, the amount needed by our office to meet the DOR mandated programs. Mr. Charest seconded the motion. Roll call vote was taken on the motion. Mr. Barroso – yes. Mr. Charest – yes. Mr. Makuch – yes. Kelly will inform the Town Administrator and the Selectmen that their request has been approved.

- FY22 Real Estate Exemption Application (Renewal) – Kelly presented the Board with the following Clause 22 Veteran Exemption application, stating that the applicant has been receiving the exemption and continues to meet the requirements.
 - Patrick Bagley-Bacigalupo – 96 Chapin Rd. - Clause 22 ExemptionMr. Barroso made motion to approve the Clause 22 Exemption for FY22. Mr. Charest seconded the motion. Roll call vote was taken on the motion. Mr. Barroso – yes. Mr. Charest – yes. Mr. Makuch – yes. Jane will add the Exemption in to Vision and process it in Vadar.
- FY22 Real Estate Exemption Application (New) – Kelly presented the Board with the following Clause 22 Veteran Exemption application, stating that this is a new applicant. We reviewed his application, and it was determined that he did not meet the residency requirement due to purchasing the property after the qualifying date of July 1st. Kelly stated that she has already informed the applicant verbally and he is aware that he will qualify for the exemption next year. We have already added him to our exemption mailing list to ensure he receives an application for FY23. Kelly stated that a denial notice has been prepared for the Board's signature.
 - Nikolas Stone – 151 Ames Rd. - Clause 22 Exemption
- Mr. Barroso made motion to deny the Clause 22 Exemption for FY22 due to not meeting the residency requirement. Mr. Makuch seconded the motion. Roll call vote was taken on the motion. Mr. Barroso – yes. Mr. Makuch – yes. Mr. Charest – yes. The Board signed the application and the Denial Notice, which will be mailed out to applicant within 10 days.

Signatures:

- Invoices:
 - Staples - Office Supplies - \$382.70 – (Expense #01-141-5420-04)

Next Meeting:

Next board meeting will be determined at a later date. Meeting adjourned at 12:50 PM.

Respectfully Submitted,

Kelly McCormick, MAA
Principal Assessor