

**Board of Assessors
Wednesday, January 31, at 11 a.m.
Meeting Minutes**

- **ATTENDANCE**

- Bruce Martin, Karen Kelly-Garay, Paula B. Keefe (via phone), Betty-Jo O'Brien
- Debra Hardy

- **OPEN MEETING**

- Bruce Martin called the meeting to order at 10:04 a.m. and adjourned to Executive Session. Bruce stated the meeting would reconvene after the Executive Session.

- **MINUTES**

- Bruce Martin and Karen Kelly-Garay approved the Minutes of the January 31, 2024, meeting. Paula B. Keefe was not in attendance at the meeting and could not vote on the minutes.

- **BUDGET**

- A review of the FY24 Budget was done by Bruce and Karen. No changes were made.
- A final review of FY25 Budget DRAFT was done by Bruce and Karen.
- The FY25 Budget Meeting will be with the Town Administrator, Jim Ferrera, January 31, 2024, at 2 p.m.

- **BILLS**

- Bruce and Karen approved bills week ending February 3, 2024.
- Bruce signed the January 2024 Petty Cash Reconciliation and Betty-Jo will bring to Treasurer's office.

- **PAYROLL**

- Bruce and Karen approved payroll week ending February 3, 2024
- Betty-Jo distributed the W2 Tax Forms. Karen and Bruce brought Paula's to the post office to be mailed.

- **PROPERTIES**

- Bruce and Karen will do the final inspections for: 123 Keys Road & 1250 Bemis Road this afternoon.
- Alan Bishop has not begun the inspections. There are 62 parcels to inspect.
- Betty-Jo is working on a request from the Building Department to provide a listing of all commercial and apartments in Town so they can do inspections.
- After the presentation from Weston & Sampson, with regard to Wright's Mill Recovery Master Plan, Bruce is going to set up a time with Bill, the person overseeing the property, for the Assessor's and Betty-Jo to do a drive-thru inspection of the property to make sure what is there is what is in the CAMA system. Also, ownership needs to be confirmed.

- **OLD BUSINESS**

- AP5 Patriot update-training is ongoing, personal property still needs to be corrected as well as Chapter Land. Bruce spoke with Jason Bastow, SPM, Catalis TAX & CAMA regarding the lack of training and support that has been provided since the conversion. Betty-Jo has a training session on personal property, Monday, February 5, 2024.
- CAI Update-Nothing has improved. Betty-Jo is still waiting for an answer from CAI on a \$500.00 invoice for document upload support that is not in FY23, FY24, or FY25 contracts.
- Reminder: IAOO Course 101 February 1-2, 2024
- Betty-Jo gave the Assessor's the material from the MAOO Open Meeting Law and Robert's Rules that Karen and Betty-Jo attended via Zoom on January 23, 2024, at 10:30 a.m. There was an update to the Open Meeting Law in November of 2023.
- Betty-Jo confirmed with Karen Dusty that her reappointment is on the agenda for the February 22, 2024, Selectmen's Meeting.
- MAAO Winter School Wednesday, February 7, 2024, 8:30 a.m. to 12:00 p.m.
- MAAO Summer School June 24th – 27th Plymouth, MA
- MAAO Annual School, August 12-16, 2024

- **NEW BUSINESS**

- Bruce and Karen approved the office inventory for 2023. Betty-Jo will send a copy to the Selectmen's secretary, Karen Dusty.
- A request was made by the Assessor's (in accordance with the DLS Municipal Calendar) to Karen Dusty to have the Selectmen request from the Assessor's a Determination of Overlay Surplus at the Selectmen's meeting by March 1, 2024.
- Exemption Certificates were signed.
- The December 2023 Motor Vehicle Abatements were signed.
- Betty-Jo reviewed the Department of Local Services email dated January 30, 2024, regarding updates to Form MDM-1 used for reporting information for property tax reimbursement.
- Betty-Jo reviewed and provided the Municipal Empowerment Act-Overview to the Assessor's. The Board voted not to implement anything at this time.
- Debra Hardy attended the end of the meeting to discuss the Veteran exemption application. At her request, she was given a copy of the original application and a certificate from VADAR (the billing system). She later went to the Town Administrator's office to discuss the matter further.

The Board voted unanimously to hold Board Meeting's on the 1st and 3rd Wednesday of the month (unless something urgent comes up). The next meeting will be Wednesday, February 14, 2024, at 11:00 a.m.

Respectfully submitted by,

Betty-Jo O'Brien

Assistant Assessor