

OPEN SESSION

2022 APR 12 AM 9:28

The Board of Assessors met on Wednesday, February 16, 2022, at approximately 6:08 PM. Present were Chairwoman Cheryl Smith, Member Steve McCarthy, Principal Assessor John Donahue, and Principal Secretary Daniela Nilsson. Clerk Paula Bunker was unable to attend. Due to the COVID-19 pandemic, the meeting was open to the public via remote participation only. A video recording of the meeting was documented by community access television.

The Principal Assessor read aloud the State of Emergency Public Access Notice from the agenda.

The Principal Assessor informed the Board of its appointment at approximately 6:15 PM with representatives of Cochesett Developers, Inc in Executive Session tonight. He stated they had reached out via email today and asked to meet around 6:30 PM instead.

Warrants/Bills Payable, Motor Vehicle Excise Abatement Certificates, Motor Vehicle Monthly Lists, Statutory Exemption Applications, Certificates, and Denials, Statutory Exemption Monthly Lists, and Real Estate and Personal Property Abatements, were presented for signatures.

The Principal Assessor stated the Open Session meeting minutes of December 1, 2021, January 5, 2022, and February 2, 2022, previously submitted to the Board for review, were ready for the Board's approval. The Chairwoman made a **motion** to approve the Open Session meeting minutes from December 1, 2021, January 5, 2022, and February 2, 2022, respectively. Seconded by Member McCarthy. Voted 2-0-0.

The Principal Assessor asked the Board to review a Policy - originally authorized on June 5, 2019 - which authorized the then Clerk, Cheryl Smith, to sign payroll and accounts payable under \$5,000. Since Cheryl Smith is now the Chairwoman, the Principal Assessor asked that the Board update the policy to state "the Chairwoman, Cheryl Smith" is authorized to sign the payroll and accounts payable under \$5,000 on behalf of the Board. A **motion** was made by Chairwoman Smith to update the policy to read Chairwoman Cheryl Smith. Seconded by Member McCarthy. Voted 2-0-0.

The Principal Assessor stated he had drafted a letter to submit to the Board of Selectmen to reclassify Principal Assessing Secretary Daniela Nilsson to Head Administrative Assessing Secretary effective April 11, 2022. Member McCarthy stated that although he did not know what the ultimate outcome would be after going through Finance Committee and the Board of Selectmen, he has already spoke to the fact that this was well deserved and reflective of the excellent work done. Chairwoman Smith was in agreement. A **motion** was made to send the letter to reclassify Principal Secretary Nilsson to Head Administrative Secretary effective April 11, 2022 by Chairwoman Smith. Seconded by Member McCarthy. Voted 2-0-0.

The Principal Assessor stated next on the agenda was the Retirement of the Principal Assessor. The Board discussed the merits of offering a 1-year versus a 3-year contract. The Principal

Assessors presented two versions of a job description; a long version (for unpaid advertising purposes) and a short version (for paid advertising purposes). The Principal Assessor read aloud the minimal qualifications. They included, among other things, a Bachelor's degree, a minimum of three (3) years of relevant experience, a valid Massachusetts Driver's License, and a Massachusetts Accredited Assessor designation, or the ability to achieve the designation within eighteen (18) months. Member McCarthy was in agreement with what was stated. The Board agreed to advertise the position as submitted.

A **motion** was made by Chairwoman Smith to adjourn the Open Session and to enter into Executive Session in order to Review Applications for Abatement/Exemption/Classification relative to Purpose 7, MGL CH 59, section 60; to review and discuss strategy of pending Appellate Tax Board Cases relative to Purpose 3 and 7, MGL CH 59, section 60, because to do so in open session could be detrimental to the Board's litigating position; to discuss the Town Administrator's correspondence dated January 14, 2022 regarding the Principal Assessor Position, relative to Purpose 1, MGL CH 59, section 60; and, not to reconvene in Open Session at the conclusion of the Executive Session. The motion was seconded by Member McCarthy. A **roll call vote** was taken as follows: Chairwoman Smith = affirmative, Member McCarthy = affirmative. The Board adjourned Open Session and entered Executive Session at approximately 6:25 P.M.

Next Meeting: March 2, 2022

I certify that the minutes of this meeting are true and accurate to the best of my recollection.

Respectfully submitted,



Cheryl Smith, Chairwoman/Acting Clerk

Prepared by Principal Secretary, Daniela Nilsson

Documents referenced during the meeting:

- *Warrants/Bills Payable, Motor Vehicle Excise Abatement Certificates, Motor Vehicle Monthly Lists, Statutory Exemption Applications, Certificates, and Denials, Statutory Exemption Monthly Lists, Real Estate and Personal Property Abatements, and any miscellaneous administrative documents referenced during the meeting*
- *Long and short versions of job descriptions for the position of Principal Assessor*