

Middlefield Board of Assessors Meeting
March 21, 2013
Open Meeting

Board members present:

Gita Jozsef, Chair
Laura Lafreniere, Secretary
Janine Savoy

Minutes:

Meeting called to order at 6:35 pm.

Reviewed and approved the February 28th minutes as read.

Reviewed the mail.

Reviewed and voted on the BOA revised FY 2014 budget. All were in favor.

Reviewed the revaluation workplan schedule with projected date of completion, which was coordinated in conjunction with the DOR Field Supervisor, Jeff Reynolds, and Duane Adams from Mayflower Revaluation, Ltd. Discussed Jeff Reynolds' recommendation that the board put together a data collection manual.

Gita asked Janine about the results of her enquiries as to whether assessors in nearby towns have a data collection manuals in place. Janine said that she emailed but didn't get responses yet.

Gita presented the board with samples of data collection manuals from Framingham and Worcester, which she had briefly discussed with Jeff Reynolds as to whether they could serve as models for Middlefield. Both agreed that Framingham manual would be the best choice. The board concurred as well. Gita also suggested to have the manual posted on the assessors' web page when completed.

Janine questioned why the assessors' web page doesn't have information for senior, surviving spouse, and veteran exemptions. Gita said that the information is available under the *Forms and Brochures* link. The board discussed and agreed to assemble the information on exemptions and have a direct link to them.

Janine also questioned the exemption bylaws. Laura told her that exemption bylaws are approved at annual town meetings.

Gita made a motion to close the meeting at 6:55 pm, Laurie second it.

All voted in favor.

Respectfully submitted,

Laura Lafreniere, Secretary