

Middlefield Board of Assessors Meeting

April 18, 2013

Open Meeting

Board members present:

Gita Jozsef, Chair

Laura Lafreniere, Secretary

Janine Savoy

Minutes:

Meeting called to order at 6:30 pm.

Reviewed and approved the March 21st minutes as read.

Reviewed the mail.

Gita will coordinate with the Building Inspector on how to update and transfer files from our computer to his.

As per request of the building commissioner, Gita will extract from the Assessor's database of standard fields information in CVS format for his new Permitech program. The program automates the creation of Building Permits by using the extracted information for any given address.

Mayflower has submitted an invoice for the preliminary triennial work which he has already completed.

Gita asked Janine if she has received any response yet from her "Data Collection Manual" inquires to other towns. Janine said that she spoke with Evelyn (a new Assessor from another town) who had no information.

Gita made a motion to close the business meeting and enter into executive session to review the Real Estate and Personal Property Abatement applications. She then made the motion to close the business meeting directly after the executive session. Laurie seconded it. All voted in favor.

Business meeting closed at 6:40 pm.

Respectfully submitted,

Laura Lafreniere, Secretary