

Middlefield Board of Assessors Meeting

May 16, 2013

Open Meeting

Board members present:

Gita Jozsef, Chair

Laura Lafreniere, Secretary

Janine Savoy

Others present:

Tamarin Laurel

Minutes:

Meeting called to order at 6:35 pm.

Gita made a motion to appoint Laurie as Assessors' Clerk. Laurie abstained. Discussion ensued: Janine would like to see the job advertised. She mentioned that it's not that Laurie doesn't do a good job, she would just like to see it advertised. Gita mentioned that right now would not be a good time since the Dept. of Revenue wants to begin working on our FY2014 Triennial Recertification. Posting the job and interviewing applicants would put us behind schedule, and we don't have time to train a new person. Janine said that is fine, but she wants to get more involved and do more work in the Assessor's office on Sat.

Laura mentioned that we had asked her (Janine) to take over the maps and to go through the parcel records, but she had declined. Janine mentioned that she didn't feel it was necessary since they had already been done.

Gita offered to show Janine how to go online to research deeds to find surveys to use for updating tax maps.

Janine and Gita both voted in favor for Laurie to be the Assessors' Clerk.

Laurie made a motion to appoint Gita as Chair. All voted in favor.

Reviewed and approved the April 18th minutes as read.

Reviewed the mail:

The DOR is offering several workshops in May and June. Gita said that she may attend the June 13 one in Springfield on "Sales: from Data Entry to Gateway LA-3."

The Hudsons emailed the board and asked that the use code on their building be changed. Gita replied to the email. She told them that we will have to come out to look at the building before we can change the use code, and to please notify us as to when they expect to be here in Middlefield so that we can make an appointment at their convenience.

Janine mentioned that someone approached her and asked her on how the Assessors back up their computer. Gita answered that Mr. Knickerbocker had already asked her that. Gita told Mr. Knickerbocker that the Clerk (Laurie) backs up every week and takes the memory stick with her off the premises.

Gita said that our DOR Field Supervisor, Jeff Reynolds will be coming in to do the Data Quality Study for the Triennial Recertification and she asked Laurie to pull the records that he requested.

Assessors will be starting their New Growth and Cyclical Inspections in June, going through to the end of October. Gita will be posting this in the Country Journal. In June, assessors will be doing inspections on all Building Permits that are still open. In the summer/fall months the Assessor's will continue their cyclical inspections. Janine will be doing Field work inspections from her vehicle. She will notify the board if she notices a change where further inspection is required. At least 2 assessors must be present for onsite inspections.

Janine suggested that the assessors' office be closed on Saturday of the Memorial Day weekend. Gita & Laurie explained that the Assessors' office will remain open since 2nd home owners are usually here for the 3 day weekend.

Meeting adjourned at 7:14 pm.

Respectfully submitted,

Laura Lafreniere, Secretary