

Middlefield Board of Assessors Meeting

June 21, 2014

Open Meeting

Board members present:

Gita Jozsef, Chair

Laura Lafreniere, Clerk

Ann Marie Visconti, Secretary

Minutes:

Meeting called to order at 9:35 a.m.

Reviewed the mail/e-mail:

Reviewed minutes from 05/24/2014 meeting. Laurie made a motion to accept the minutes from 05/24/2014 meeting. Gita seconded. All voted in favor.

Assessors' computers:

Gita reported that the remaining balance for FY14 in the expense account is sufficient to purchase a new computer. Reviewed information/research to purchase a computer and a label printer. Gita suggested to keep the current computer as the server and use the new as the client. The Board will also have to purchase Microsoft Windows 7 Professional - 32-bit operating system to accommodate the state CAMA. Gita made a motion to buy a new computer/operating system. Laurie seconded it. All voted in favor.

Data Collection Manual (DCM) draft:

Reviewed the DCM draft. Laurie suggested to include the ranch style photos. Gita requested that Laurie review/edit entry of building permit data to be included in the DCM since the clerk enters the information into the CAMA.

Fieldwork schedule:

Laurie will make a spreadsheet of current building permits and schedule appointments for inspections.

Other:

All three members of the Board took the online Open Meeting Law and Ethics/Conflict of Interest courses to comply with the state's guidelines.

Laurie updated the inventory list.

Assessors reviewed and signed two motor vehicle abatements.

Gita registered Ann Marie to take the required DOR Assessment Administration: Law, Procedures, Valuation 101, 4-day course at UMass. Gita will also take 1-day workshop on Wills, Trusts and Alternate Forms of Ownership: How to Identify Ownership for Assessors' Property Records.

Gita made a motion to close the meeting. Laura seconded it. All voted in favor.

Meeting adjourned at 10:40 a.m.

Respectively submitted,

Ann Marie Visconti, Secretary