

## Middlefield Board of Assessors Meeting

Friday, June 16, 2017

Open Meeting

**Board Members Present:** Laura Lafreniere, Chair; Tamarin Laurel, Secretary

[also attending: Karen M. Tonelli, MAA; Dave DiNicola, Selectbd Chair]

### Minutes:

Meeting called to order at 1:37pm

**Meet with Karen Tonelli:** Karen is Assessment Director for Peru (Fridays), and Montague (M-Th). DOR provided her name to Dave as possible interim appointee to Assessors. To provide Selectboard with estimated cost, she asked to meet with Assessors to learn current status of office.

Laurie explained she's been member of Board since 2008, and was Clerk since before that. Clerk work is up to date. Tamarin & Laurie did the New Growth inspections yesterday. Laurie will have four weeks of recovery from knee surgery after June 26<sup>th</sup> but can do clerk work from home.

Tamarin will be done with the Assessing 101 course by Aug 11<sup>th</sup>. DOR qualification for Assessors only requires Classifications course Tamarin already took, and Assessing 101. Previously Tamarin took a Municipal Finance workshop on building the Re-Cap form needed for setting the Tax Rate. Recap task gets done in the fall and Karen is able to help on that.

Karen said with state Revaluation done last year, this year is a lighter work load for Assessors. Sales Reports will need to be done –Karen can help in July. It's rare that towns have all skills needed to not hire outside vendors for some of Assessors jobs, but because of her credentials, she does everything in-house for Peru. Karen can help advise on current ATB case options and procedures.

Karen estimates Middlefield office in good shape for now, so would only need a few hours visit by her, maybe 2x/month to review, advise, and train current members on any unfamiliar jobs. A next meeting possible in mid-July between Karen and Assessors. Karen will be in contact with Dave about cost details.

**Contract for new CAMA software:** Reviewed and signed CSC Tyler contract to be presented to Selectboard for Chair to sign.

Meeting adjourned at 3:00pm

Respectfully submitted,

Tamarin Laurel