

Minutes

Board of Assessors

Room 105

Tuesday, January 9, 2024

5:00 PM

The meeting convened at 5:11 PM. Present were Jeffrey Marshall, chair, Mary Greendale and Stephen Wang. Staff: Kevin Rudden and Sherrie Bates.

1. Mary Greendale made a motion, seconded by Stephen Wang, to approve and sign the Fiscal Year 2024 Actual Tax commitment(s):
  - Real Estate Tax: \$54,632,609.60
  - Personal Property Tax: \$1,515,378.63
  - CPA Surcharge: \$699,620.57

The motion carried 3-0-0.

2. Board members and staff reviewed a preliminary draft of the proposed Fiscal Year 2025 Assessors' Office budget. Staff will revise the document per discussions and e-mail to board members for review prior to the next board meeting.
3. Staff discussed with board members that the Treasurer/Collector's office wishes to shift all MUNIS data entry related to abatements and exemptions from that office to the Assessors' Office. This issue arose when trying to include exemptions in the Fiscal Year 2024 actual tax bills.

The Assessors' staff has no issue in assuming these duties, and believes the change might result in faster and more accurate workflow. However, the staff thinks this is a matter to be decided by the Board of Assessors, the Town Administrator and the Treasurer/Collector, rather than one department head. Assuming these duties will require more Assessors' staff time and also will require four people to be trained in how to use MUNIS. This training currently is not budgeted.

4. The board set its next meeting date as January 16, 2024.

Mary Greendale made a motion at 6:00 PM, seconded by Stephen Wang, to adjourn the meeting. The motion carried 3-0-0.

Documents Discussed:

- Draft FY 25 Board of Assessors – Proposed Budget (1/9/24)