

John Cronin, Chairman
Brian Loughlin , Vice Chairman
Peter Barbieri, Clerk

Kathryn A. Peirce, M.A.A.
Linda Clifford Assistant Assessor

**THE HOLLISTON ASSESSORS OFFICE
HOLLISTON TOWN HALL**

Minutes of Meeting Held: 06/28/2011

Meeting called to order at: 8:00a.m.

Attendees: J. Cronin X, B. Loughlin X, P. Barbieri X.

Other: K. Peirce

Meeting Adjourned at: 9:10a.m. On a motion by: P. Barbieri, Seconded by B. Loughlin.
All in favor.

- The Board discussed Professional Services Budget and the remaining balance of \$8,866. Plus \$1,394.16 transferred from Professional Development and Communication on 6/20/2011. Motion by P. Barbieri, Second by B. Loughlin to encumber as follows:
 1. \$950.00 – Counsel for Griffin Appeal.
 2. \$6,100.00 – Appraisal for Griffin Appeal
 3. \$324.00 – MLS Service
 4. \$2886.21 – Recyclical Inspections.All in favor.
- Motion by P. Barbieri to approve Meeting Minutes of 06/20/2011. Second by B. Loughlin. All in favor.
- The Board reviewed Real Estate Abatement Application #18. The property had been recently inspected and a recommendation to establish condition at Average reduced the value to \$487,600. Motion by P. Barbieri to accept the new value of \$487,600. Second by B. Loughlin. All in favor.
- Sarah Drake was present to discuss her job functions as Principal Clerk. Sarah works 8:30am – 4:30pm Tuesday and Thursday. A primary function is counter cover, assisting individuals. Mailing out Income & Expense Forms and Homeowners Questionnaires when monthly deeds are received. Her MAAO Certification has currently lapsed. Other duties include Motor Vehicle Excise Abatements and Reports, Abutters Lists, these are shared between the two Principal Clerks in the office. Ms. Drake stated that due to budget restraints she is no longer able to attend training seminars provided by the State.
- Linda Clifford was present to discuss her job functions as Assistant Assessor. Performs Interior and Exterior Inspections of properties during work hours and off hours which she receives comp time for. She has 36 credits for Re-

Certification in 2013. Time in the field is reduced when staff is needed in the office. Time in the field 1/3 to 1/2 , varies with the season. Also assists at the counter when needed. She is also on the Education Committee for the MAAO.

- BOA signed K. Peirce comp time sheet through June 2011, there is a 0 balance.
- BOA signed W.B. Mason Invoice in the amount of \$25.00.
- Motion by P. Barbieri to approved 2009 Personal Property Abatement on Account #1421 in the amount of \$742.08. Second by B. Loughlin. All in favor.
- Motion by P. Barbieri to approve 2010 Personal Property Abatement on Account #1421 & #688 in the amount of \$806.28. Second by B. Loughlin. All in favor.
- Motion by P. Barbieri to approve 2011 Personal Property Abatement on Account #1421, #688, #1360 & #1313 in the amount of \$1,081.78. Second by B. Loughlin. All in favor.
(All of the above accounts went out of business)