

Town of Sandisfield Board of Assessors Meeting Minutes

Meeting Date: June 28, 2023

Meeting Location: Assessors' Office Town Hall Annex 66 Sandisfield Road
6:30pm

Meeting Started: 6:30pm

Members attending:

Bethany Perry, Chair

Kathie Burrows

Roger Brown

1. Reviewed & unanimously approved June 12, 2023 meeting minutes
2. Review and address Agenda and Minutes website postings and responsibilities
3. Review & Signed one warrant
4. 6:40pm: Motion approved unanimously to enter Executive Session under Purpose 7, 'to comply with, or act under the authority of, any genera; ;aw" for the purpose of reviewing tax abatements
5. Denied one abatement application and reviewed three with additional follow-ups
6. 7:30pm: Motion approved unanimously to exit Executive Session
7. Reviewed staffing and resources in the Assessors office
 - Agreed to pursue support from outside service provider to support Assessors office activity. Kathie to follow-up with current provider, Mayflower.
 - Agreed that with the workload and reduced resources, the Board of Assessors would prioritize the Assessors' office non-BAU activity. Agreed that we would include the following in the minutes and distribute to appropriate stakeholders.

Due to increased activity and staffing constraints, until further notice, please be advised that "Non-Business as Usual" requests of the Assessors' Clerk, Assessors' consultant and the Assessors' third party provider(s) (e.g. Mayflower Valuations, Ltd.) must be reviewed, prioritized and authorized by the Board of Assessors in advance. "Non-Business as Usual" activities would include those not directly

associated with satisfying regulatory requirements or responding to taxpayers questions/issues.

The Board of Assessors will endeavor to review each “Non-BAU” request as promptly as possible and assign a priority/expected timeframe for delivery. We apologize for any inconvenience this may cause. Please understand that until further notice, the Assessors’ clerk, consultant and third party provider(s) will ask that any request for “Non-BAU” first be reviewed by the Board of Assessors prior to providing assistance.

8. Reviewed the Mayflower contract (signed by the Town Manager on May, 2023)

9. Reviewed June 12, 2023 “Sandisfield Data Quality” email from J. Barbieri DOR and determine next steps: Roger to follow-up with J. Barbieri on full year schedule of activities and question on fulfilling request for abatement & exemption data.

10. Review the responses to Select Board questions: Roger to follow-up on request for additional information as needed and complete draft response.

Meeting adjourned: 8:45