

City of Greenfield  
Assessor's Meeting  
September 12th, 2018

2<sup>nd</sup> Floor Meeting Room, 14 Court Square

9:00 am

**CALL TO ORDER:** Meeting was called to order at 9:00 am by Joseph Ruggeri.

**ROLL CALL OF MEMBERS:** Chairman Joseph Ruggeri and Clerk Deanne Letourneau.

Also present was Administrative Clerk Kim Mew, Josh Gendron from RRG.

Clerk Letourneau read the July 30<sup>th</sup>, 2018 meeting minutes into the record.

**MOTION:** On a motion by Ruggeri, second by Letourneau, it was unanimously;

**VOTED:** TO ACCEPT THE JULY 30<sup>TH</sup>, 2018 MEETING MINUTES.

**PUBLIC COMMENT:**

None

**NEW BUSINESS**

**MOTION:** On a motion by Ruggeri, second by Letourneau, it was unanimously;

**VOTED:** TO ACCEPT AND APPROVE MOTOR VEHICLE EXCISE ABATEMENTS FOR CALENDAR YEAR 2016 FROM JULY 30<sup>TH</sup>, 2018 TO AUGUST 24<sup>TH</sup>, 2018, CALENDAR YEAR 2017 FROM AUGUST 20<sup>TH</sup>, 2018 THROUGH AUGUST 24<sup>TH</sup>, 2018, AND FOR THE CALENDAR YEAR 2018 FROM JULY 30<sup>TH</sup>, 2018 THROUGH SEPTEMBER 7<sup>TH</sup>, 2018.

Board discussed that the Chief Assessor position has not been filled yet. The job was posted on August 7<sup>th</sup>, 2018 until August 20<sup>th</sup>, 2018 for internal and external applicants. Kim Mew Administrative Clerk applied for the position along with others. The job is still posted on the City website. At this point the Board hasn't heard of any recommendations in regards to responsibility and duties of RRG and the Chief Assessors position from the City.

Board discussed that RRG has been present in the office. Jeff Reynolds has been working in the office once a week and Josh Gendron has been working in the field once or twice a week.

Mr. Gendron discussed that he has been working on building permit inspections. He is nearing complete with this process.

The Board discussed new growth and new construction with Mr. Gendron.

Board discussed new requirements from the DOR for Chapter 61.

Board also discussed collecting more information from Chapter applicants each year to meet requirements by the State.

Board discussed new requirements for Gateway. This will allow all Board members as well as the Chief Assessor to sign documents for certification electronically.

**MOTION:** On a motion by Ruggeri, second by Letourneau, it was unanimously;

**VOTED:** TO CLOSE PUBLIC COMMENT AT 9:40 AM.

**MOTION:** On a motion by Ruggeri, second by Letourneau, it was unanimously;

**VOTED:** TO GO INTO EXECUTIVE SESSION AT 9:41 AM

The Board meeting was moved into the Assessors Office due to a request by the Mayor's Office for a scheduled meeting.

**MOTION:** On a motion by Ruggeri, second by Letourneau, it was unanimously;

**VOTED:** TO END EXECUTIVE SESSION AT 11:15 AM.

**MOTION:** On a motion by Letourneau, second by Ruggeri, it was unanimously;  
**VOTED:** TO ADJOURN THE MEETING AT 11:16 AM.

Next Scheduled meeting October 3<sup>rd</sup>, 2018 at 9:00 am.

Respectfully submitted,

Kimberly A. Mew  
Greenfield Assessors  
Administrative Clerk  
BOA/kam