

City of Greenfield
Assessor's Meeting
June 27th, 2019

14 Court Square, 2nd Floor Meeting Room

9:00 am

CALL TO ORDER: Meeting was called to order at 9:04 am by Joseph Ruggeri.

ROLL CALL OF MEMBERS: Chairman Joseph Ruggeri, Clerk Deanne Letourneau, and Chief Assessor Kimberly Mew.

Also present was Jeff Reynolds from RRG

Clerk Deanne Letourneau read the June 13th, 2019 meeting minutes into the record.

MOTION: On a motion by Letourneau, second by Ruggeri, it was unanimously;
VOTED: TO ACCEPT AND APPROVE THE JUNE 13TH, 2019 MEETING MINUTES.

PUBLIC COMMENT:

Public comment was opened at 9:10 am by Joseph Ruggeri.

NEW BUSINESS

MOTION: On a motion by Letourneau, second by Ruggeri, it was unanimously;
VOTED: TO ACCEPT AND APPROVE MOTOR VEHICLE EXCISE ABATEMENTS FOR CALENDAR YEAR 2016 FROM JUNE 10TH, 2019 THROUGH JUNE 14TH, 2019 FOR CALENDAR YEAR 2018 FROM JUNE 10TH, 2019 TO JUNE 21ST, 2019 AND CALENDAR YEAR 2019 FROM JUNE 10TH, 2019 TO JUNE 21ST, 2019.

Board discussed request for a full abatement of excise.

MOTION: On a motion by Ruggeri, second by Mew, it was unanimously,
VOTED: TO ABATE THE EXCISE BILL FOR CALENDAR YEAR 2019 IN FULL DUE TO PLATES BEING CANCELLED AND CAR BEING TOTALED.

MOTION: On a motion by Mew, second by Letourneau, it was unanimously,
VOTED: TO ACCEPT AND APPROVE MOTOR EXCISE COMMITMENTS AS PREPAIRED.

Board discussed preliminary billing for real estate and personal property.

MOTION: On a motion by Letourneau, second by Ruggeri, it was unanimously,
VOTED: TO ACCEPT AND APPROVE PRELIMINARY COMMITMENTS FOR BOTH REAL ESTATE AND PERSONAL PROPERTY AS PREPAIRED.

Board discussed plans for the office. Mr. Reynolds discussed that he will be preparing for two ATB cases one July 15th, 2019 in Northampton and July 16th, 2019 in Boston.

Board discussed that three inspectors will be coming to Greenfield in the next week to start organizing for the Commercial revaluation and building permits. Board discussed the procedure of inspections. We will send out letters requesting permission to inspect the property if an interior inspection is needed. If we are checking completion of building permits we do not always need to inspect interior. Board discussed what the inspections for building permits consist of. The inspectors are looking for completion of work; they will be closing building permits in the Assessing system or marking them for further inspection if they are not complete. Mrs. Mew stated that once the organization is complete we will be able to update the Board with a time frame as to when these inspections will be completed.

Board discussed the day to day processes of the Office. Mrs. Mew said that RRG is currently working on personal property and income and expense as well as inspections. Mrs. Mew said that she is working on Chapter applications, 3ABC's, excise, statutory exemptions etc.

Board discussed that the Assessors office will be more strict about following guidelines given by the State.

Board discussed that the Administrative Clerk will be back from the Health Department as of July 2nd, 2019.

Board discussed that the preliminary tax bills will be mailed Friday June 28th, 2019.

Board discussed new hours for the Assessors office. The office will be open Monday's from 8:30 am to 5:00 pm Tuesday's from 8:30 am to 1:00 pm Thursday's and Friday's from 1:00 pm to 5:00 pm and closed on Wednesday's.

Board discussed I&E liens and fines and tabled for future discussion.

Board discussed preparing a timeline to insure completion & submission to the City Council in a timely manner for final tax approval.

Board requested that Chief Assessor and RRG create a calendar of deadline and submissions to the State for fiscal year 2020.

MOTION: On a motion by Ruggeri, second by Letourneau, it was unanimously;
VOTED: TO CLOSE PUBLIC COMMENT AT 10:06 AM.

MOTION: On a motion by Ruggeri, second by Mew, it was unanimously,
VOTED: TO GO INTO EXECUTIVE SESSION AT 10:07 AM.

MOTION: on a motion by Ruggeri, second by Letourneau, it was unanimously,
VOTED: TO END EXECUTIVE SESSION AT 10:26 AM.

MOTION: On a motion by Letourneau, second by Ruggeri, it was unanimously;
VOTED: TO ADJOURN THE MEETING AT 10:29 AM.

Next Scheduled meeting July 11th, 2019 at 9:00 am.

Respectfully submitted,

Kimberly Mew
Chief Assessor
Greenfield Assessors
BOA/kam