

City of Greenfield  
Assessor's Meeting  
October 3<sup>rd</sup>, 2019

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

9:00 am

**CALL TO ORDER:** Meeting was called to order at 9:02 am by Joseph Ruggeri.

**ROLL CALL OF MEMBERS:** Chair Joseph Ruggeri, Clerk Dee Letourneau and Chief Assessor Kimberly Mew.

Clerk Dee Letourneau read the September 19<sup>th</sup>, 2019 meeting minutes into the record.

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

**VOTED:** TO ACCEPT AND APPROVE THE SEPTEMBER 19<sup>th</sup>, 2019 MEETING MINUTES.

**PUBLIC COMMENT:**

Public comment was opened at 9:07 am by Joseph Ruggeri.

**NEW BUSINESS**

Board discussed motor excise abatements.

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

**VOTED:** TO ACCEPT AND APPROVE MOTOR VEHICLE EXCISE ABATEMENTS FOR CALENDAR YEAR 2019 FROM SEPTEMBER 23, 2019 TO SEPTEMBER 27, 2019.

Board discussed motor excise commitments.

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

**VOTED:** TO ACCEPT AND APPROVE MOTOR VEHICLE EXCISE COMMITMENT NUMBERS 5 AND 501 FOR CALENDAR YEAR 2019 AS PREPARED.

RRG is at a seminar for "What's new in Municipal Law."

Mrs. Mew gave the Board an update of the office.

- Working on running a test file in Munis.
- Still working on getting our permanent records cleaned up.
- Working on entering building permits that have been pulled after July 1<sup>st</sup>, 2019.
- Mrs. Mew signed up for MAAO Course 5 in Munson which is one of the last courses needed to get her designation. Once this class is passed she will have three more courses to take.
- The Clerks position was offered and accepted. HR is finishing paperwork and will have a start date soon.

Mark Smith joined the meeting at 9:28 am. Mr. Smith discussed the final billing coordination with Finance Director Liz Gilman. Mrs. Mew stated that she has already spoken to Ms. Gilman along with Jeff Reynolds from RRG. Mr. Smith discussed that this is a very busy time of the year at City Council. The next meeting on October 23<sup>rd</sup> there will be discussions about the fire station as well as the Library. Chairman Ruggeri suggested that the Board of Assessors meet with Ms. Gilman to discuss a plan to get all paperwork completed in a timely manner for the Classification hearing. Mrs. Mew said that after a brief discussion with the Collectors office, Collector/Treasurer Kelly Varner stated that she has completed her entry in Gateway for the final tax rate. Mr. Smith departed the meeting at 9:36 am.

Board discussed meeting with Ms. Gilman. Mrs. Mew will set up meeting to discuss Classification.

Board discussed sending a letter to all departments that are involved in setting the tax rate to help complete all paperwork for the Classification hearing in a timely manner.

Board discussed that in lieu of submitting paperwork to renew his term, Chair Joseph Ruggeri is looking forward to conducting a write in candidacy to continue to serve on the Board of Assessors.

Board discussed billing those who didn't file the 3ABC's. Tabled for further discussion.

Board tabled discussion of fiscal year calendar timeline.

**MOTION:** On a motion by Letourneau, second by Ruggeri, it was unanimously;  
**VOTED:** TO CLOSE PUBLIC COMMENT AT 10:05 AM.

**MOTION:** On a motion by Letourneau, second by Ruggeri, it was unanimously;  
**VOTED:** TO GO INTO EXECUTIVE SESSION AT 10:05 AM.

**MOTION:** On a motion by Ruggeri, second by Letourneau, it was unanimously  
**VOTED:** TO END EXECUTIVE SESSION AT 10:49 AM.

**MOTION:** on a motion by Ruggeri, second by Mew, it was unanimously,  
**VOTED:** TO ADJOURN THE MEETING AT 10:51 AM.

Next Scheduled meeting October 17<sup>th</sup>, 2019 at 9:00 am.

Respectfully submitted,  
Kimberly Mew  
Chief Assessor  
Greenfield Assessors  
BOA/kam