

# MINUTES OF

## BOARD OF ASSESSORS MEETING

### Minutes of Meeting - Open Session

37 Main Street, Charlton, MA 01507

May 25, 2021

*Note: all documents discussed at meetings are to be considered an integral part of the minutes and will be available through the Assessor's office.*

**Present:** Nancy E. Landry, Brett Moore and Kathy Stanley, Director of Assessing

**Absent:** Dick Vaughan, Board member

**Meeting Called to Order** - Board of Assessors meeting was called to order at 5:00 p.m. Meeting was held in the Board of Selectmen's Meeting Room, Town Hall.

#### **New Business**

##### Meeting Minutes Approval

Motion was made by Brett Moore and seconded by Nancy Landry to accept the meeting minutes of the open session held on Tuesday, April 21, 2021. Vote was unanimous.

Motion was made by Brett Moore and seconded by Nancy Landry to accept the meeting minutes of the executive session held on Tuesday, April 21, 2021. Vote was unanimous.

##### Update on Inspections

Kathy updated the Board on the status of inspections with a goal of conducting 50 per week to reach 1,000-1.200 by the end of this year; continue with the same schedule in 2022. In 2022 is the scheduled certification by the Department of Revenue (DOR). Due to the lack of inspections by the past Director of Assessing, an aggressive schedule is necessary to ensure there will be no issues with the DOR certification. Also, due to the fact that the DOR certified outdated property records in the past it isn't clear why but given the activity of the new director should address any of their questions/concerns. In addition, the Commercial/Industrial inspections are being conducted by a contractor that was approved by both Kathy and the Board. This is going well and properties records being updated. Nancy stated for the record that Kathy has been doing an outstanding job in bringing order ensuring all required property inspections required will take place, as well as all other job requirements.

##### Board of Assessors Meeting Schedule/Timesheet Approval

Motion was made by Nancy Landry and seconded by Brett Moore to accept the Board's summer meeting schedule for Tuesday, June 22, July 27 and August 24. Vote was unanimous.

Motion was made by Nancy Landry and seconded by Brett Moore to agree with the request of the Finance Director that Kathy Stanley, Director of Assessing approve her timesheet in order to secure the payroll process.