

Minutes - Board of Assessors Meeting – November 30, 2022

Present: Arthur Tzouros and Barry Pollack were present at the Town Hall.

Absent: Walter McDonough.

Others: David Davison ATM/Finance, Chip Davis, Director of Assessing (retired), Melissa Motta, Director of Assessing.

Call to order: Meeting called to order at 9:00 a.m. The meeting was recorded by Zoom.

All votes taken during this meeting were by roll call.

9:01a.m. **Approval of Minutes**

No minutes were available to be approved.

9:02a.m. **Discussion and preparation for Classification Hearing scheduled for 12/2/2022**

Ms. Motta distributed the information to be presented to the Select Board and outlined the process for the Hearing. At the hearing, the Board of Assessors chair will first read a report to the Select Board, and then the Select Board will be presented with a list of the options that are available for the vote on the Residential Factor.

Mr. Davison pointed out that Needham is currently at the maximum shift, and that the Select Board may ask the Board of Assessors recommendation as to the current tax shift. Mr. Davison said that there are some new members of the Select Board, so there may be more questions this year, as they become accustomed to the process.

Ms. Motta reviewed the process that the Board of Assessors will need to follow in order to sign off on the annual submissions to the Department of Revenue (DOR). Ms. Motta distributed screen shots of the DOR Gateway system that is used to submit and sign documents, and showed the Board which forms they will need to sign.

Ms. Motta emphasized that it is important to have all of the necessary forms signed as soon as possible after the Hearing, as the tax rate process cannot proceed without the signatures, and the schedule is tight.

Mr. Davis asked that the Board members try to log into Gateway soon, so that any login issues can be addressed before the Hearing is held.

Mr. Davis pointed out that the Board has been given a draft of the Classification Packet that the Select Board will receive and asked that they review it. Mr. Davis stated that the purpose of the Hearing is for the Select Board to approve the Minimum Residential Factor, which will determine the actual tax split.

9:25a.m. **General Updates & Scheduling**

Mr. Davison stated that the Select Board is considering a change from an elected Board of Assessors to an appointed Board. The Select Board Chair would like to meet with the Board to discuss this proposal, and hear the Board's opinion on the change. Mr. Davison stated that all of the other parameters of the Board would remain, from the length of term to being volunteer and unpaid, and that the same statutory responsibilities to vote and approve abatements and exemptions would remain.

The Board agreed to a tentative meeting date of January 26, 2023 at 8a.m.

Minutes - Board of Assessors Meeting – November 30, 2022

9:31a.m. **Unanticipated Topics**

None

9:32a.m. **Motion to Adjourn**

A motion was made by Mr. Pollack and seconded by Mr. Tzouros to adjourn. The motion carried 2-0.

9:33a.m. **Meeting Adjourned**