

NORTHFIELD BOARD OF ASSESSORS (BOA) MEETING MINUTES
69 MAIN ST., NORTHFIELD MA 01360
MARCH 27TH, 2024 1 PM

BOARD MEMBERS PRESENT: Robert MacEwen, Alice Lord, and Bethany Walker

MacEwen called the meeting to order at 1:00 pm.

○ **MINUTES**

- Minutes from the February 7th, 2024, meeting were reviewed.
 - *A motion was made by MacEwen, seconded by Walker, and VOTED to approve the minutes from February 7th, 2024.* In Favor Votes: MacEwen and Walker. Lord Abstained.
- Minutes from the March 6th, 2024, meeting were reviewed.
 - *A motion was made by Lord, seconded by Walker, and VOTED unanimously to approve the March 6th, 2024, minutes.* In Favor Votes: Lord and Walker. MacEwen Abstained

○ **MOTOR VEHICLE EXCISE**

- Abatements received to date were reviewed.
 - monthly VADAR list initialed for the Accountant and Treasurer.
 - *A motion was made by Walker, seconded by MacEwen, and VOTED unanimously to approve all MV abatements submitted to date.*
- Motor Vehicle Commitment and Warrant #2 & 2A were signed.

○ **REAL ESTATE/PERSONAL PROPERTY**

- Review of Sales
 - Reviewed properties that are currently for sale in Northfield and what has just been sold since the last meeting.
- Mayflower Update
 - At the end of April, Mayflower will complete the Abatement application inspections.
 - Cyclical inspections will be starting sometime in May and conclude by June.
- Exemption applications reviewed and approved what was submitted to date.
- Solar PILOT (Payment in Lieu of Taxes) is currently with Town Council
- Abatements reviewed, used inspections provided by Mayflower to update values. Abatements approved.
- Appellate Tax Board Hearing scheduled for April 1, 10am. Brothers of Our Lady of Reconciliation vs. Town of Northfield. All Board members are planning to attend the ZOOM hearing. Walker will set up a laptop for anyone that wants to watch. The Zoom link will not become available until Friday, March 29th (The Appellate Tax Board is the one who creates, and issues the Zoom link, the board has no control over that)
- Reviewed state tax form 3ABC received to date. March 1 was the deadline.
-

○ **MISCELLANEOUS OFFICE UPDATES**

- The Patriot / Catalis Software update

NORTHFIELD BOARD OF ASSESSORS (BOA) MEETING MINUTES
69 MAIN ST., NORTHFIELD MA 01360
MARCH 27TH, 2024 1 PM

- The update has begun, the system is in READ-ONLY mode so therefore no changes can be made until after the process is complete.
- Walker has coordinated a meeting on April 17th at 9:30 with Town Administrator, Andrea Llamas, Tax Collector/Treasurer, Michele Turner, Financial Assistant, Erin Degnan, Senior Center Director, Colleen Letourneau, and Senior Center Program Assistant Robin to discuss the Senior Workoff Program as there were questions about it that had come up within the Senior Center. This program is run out of the Senior Center, however, there are multiple departments that are involved in its entirety. The plan is to discuss the application process and how each department is involved.
- **BUDGET**
 - Month end report/balance sheets reviewed.
- **BILLS**
 - Quill: \$128.75 for office supplies (colored paper for applications)
- **MAIL**
 - Financial Assistant, Erin, sent out balance sheet.
- **NEXT MEETING**
 - 4/1/2024 will be the next time the board members will be present together. Town council recommended to post the ATB hearing for 4/1/2024 since all members will be present, however they will not be having an actual meeting; only participating in the hearing by means of ZOOM.
 - 4/17/2024 1 pm will be the next Board of Assessors Meeting

A motion was made by Lord, seconded by MacEwen, and VOTED unanimously to adjourn the Board of Assessors Meeting.

Meeting adjourned at 2:15pm

Submitted by:

Bethany Walker

Approved by:

Alice B. Lord
Robert Lord
Bethany R. Walker
4-17-2024