

NORTHFIELD BOARD OF ASSESSORS (BOA) MEETING MINUTES
69 MAIN ST., NORTHFIELD MA 01360
MARCH 6TH, 2024 1 PM

BOARD MEMBERS PRESENT: Alice Lord and Bethany Walker

BOARD MEMBERS ABSENT: Robert MacEwen

OTHERS PRESENT: Stacy Bond, Resident (1:00-1:37pm)

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

○ **MINUTES**

- Minutes from the February 7th, 2024, meeting could not be approved since Lord was not present at that meeting; postponed until next meeting when MacEwen will be present.
- Minutes from the December 13th, 2023, meeting were reviewed.
 - *A motion was made by Lord, seconded by Walker, and **VOTED** unanimously to approve the December 13th, 2023, minutes.*

○ **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 Lord, and **VOTED** unanimously to approve all MV abatements submitted to date.*

○ **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
 - Building Permit inspections are completed and there were a few abatement applications that Mayflower inspected; abatement to be discussed at this meeting.
- Exemption applications reviewed and approved what was submitted to date.
- Solar PILOT (Payment in Lieu of Taxes) discussed briefly with Bond as she had questions regarding PILOT and solar array proposals. Walker and Lord also briefly discussed the Role of the Assessors and other responsibilities that the Assessor's Office has.
- Abatements reviewed, used inspections provided by Mayflower to update values. Abatements approved.
- Reviewed state tax form 3ABC received to date. March 1 was the deadline.

○ **MISCELLANEOUS OFFICE UPDATES**

- The Patriot / Catalis Software update
 - Update to begin within the next week or two. Walker started prepping for the update which involves printing ALL property record cards. Walker informed Lord that during the update, the system will be in READ-ONLY mode so therefore no changes can be made until after the process is complete.

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○ **BUDGET**

- Month end report/balance sheets reviewed.

○ **BILLS**

- Reimbursement paperwork for Bethany Walker for the mailing of the deeds and plans to map company AND commitments to Town Book Bindery; \$26.00.

○ **MAIL**

- Financial Assistant, Erin, sent out balance sheet.

○ **NEXT MEETING**

- T/B/D Walker would like to meet again at the end of the month to approve any further exemptions and/or abatements that might come in. There is also the possibility of another Motor Vehicle commitment arriving soon. Walker to discuss with treasurer/tax collector and work out a date with the board. Options of dates are March 20th or March 27th.

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

Meeting adjourned at 3:36pm

Submitted by:

Bethany Walker

Approved by:

Alvie B. Lord
Bethany Walker

3-27-2024