

September 17, 2019 Board of Assessors Meeting Minutes

Board Members Present: Chairman Stephen Schmidt and members Susan Reyes and Diane Jacoby.
Also present: Administrative Assessor Kevin Rudden and Assessors' Clerk Leslie Bracebridge.

Chairman Schmidt opened the meeting at 5:05 PM in the Shutesbury Town Hall Assessors office.

Meeting minutes:

September 3, 2019 meeting minutes approved as written.

Review Email/Mail/Phone Calls/Walk-Ins:

In response to a 9/13 email suggestion from Diane, Assessors agreed to request that Kevin create an Assessors' Dropbox and invite all Assessors and Leslie to join.

The following Accountant Report was approved and signed:

	<u>Commit. Year</u>	<u>Month reported</u>	<u>Total Amount Abated</u>
Motor Vehicle Abatements:	2019	July 2019	\$113.59

Discuss 2018 and 2019 Sales:

Assessors spent the major portion of the meeting time reviewing the individual parcels sold during the 2 twelve-month periods of calendar 2018 and fiscal 2019, identifying "outlier" sales and reviewing assessment to sales ratios. Kevin will take the information and create new spreadsheets for the Dropbox for Assessors to review prior to their next meeting.

Topics Not Reasonably Anticipated 48 hours in advance of the meeting: None.

The next Board of Assessors meeting will be October 8, 2019 at 5:00 PM, with the following meeting tentatively scheduled for October 22, 2019.

Assessors adjourned at 6:55 PM.

Respectfully submitted, as approved on October 8, 2019,

Leslie Bracebridge
Assessors' Clerk

List of Documents used at the meeting:

1. September 17, 2019 meeting agenda.
2. September 3, 2019 draft meeting minutes.
3. Preliminary Assessment to Sales Ratio studies for Calendar 2018 and Fiscal 2019.