

## May 6, 2025 Board of Assessors at Select Board Meeting Minutes

**Board Members Present:** Chairman Howard Shpetner (at 5:45 PM) and Members: J. April Stein and George Arvanitis, all in person.

**Also present:** Assessors' Clerk Leslie Bracebridge.

1. **Members J. April Stein and George Arvanitis convened the Assessors' meeting at 5 PM, when the Select Board called their meeting to order, with the understanding that Chairman Howard Shpetner would be arriving late,** using ZOOM Meeting ID: 849 5631 3398, Phone: 1.929.205.6099.
2. **In the presence of April, George and Leslie, the Select Board discussed the Board of Assessors' request to put the 2 new local option warrant articles (MGL Chapter 178, A.K.A. HERO Act, as approved by the state legislature in August 2024) concerning increased exemption benefits for certain Veterans, on the May 31, 2025 Annual Town Meeting (ATM) warrant:** In keeping with the April 16 Assessors' meeting vote of recommendation to the Select Board, the Select Board unanimously voted to increase the amount of the Veterans' benefits by 100%, and approved both articles to be placed on the ATM warrant. The Select Board requested the Assessors create a handout for Town Meeting. Leslie offered to prepare a DRAFT handout, for Assessors to edit or rewrite, for review and approval at the Assessors' May 14 meeting.

Chairman Howard Shpetner joined the meeting following this topic and the Select Board continued to their next agenda item:

3. **"Discussion of Administrative Assessor position. Approve a Job Description and appoint a search committee."** The Select Board reviewed the 2019 Administrative Assessor job description, as edited by the Personnel Board on May 1, 2025, and forwarded to the Select Board for approval, so that the search for an Administrative Assessor could begin. The Select Board approved the up-dated job description, and Co-chairperson Farrell asked the Assessors if a Search Committee should be formed.

Chairman Shpetner responded that through his conversation with Roy Bishop, he did not feel a search for an Administrative Assessor would be necessary. Assessors Clerk Bracebridge voiced her personal experience that she was not able to do all of the tasks in keeping with Department of Revenue (DOR) expectations, including the day-to-day business that flows through the office, stating that she felt an Administrative Assessor would be a great help. Noting the discrepancy, Select Board Co-chairperson Farrell requested the Assessors discuss the staffing needs of the Assessors' Department at their May 14 meeting, and report back to the Select Board on a need for a search committee.

**The Select Board moved along to their next agenda item and the Assessors adjourned at 6:15 PM:**

Arvanitis - aye, Stein – aye, Shpetner – aye.

**Respectfully submitted, as approved on May 14, 2025,**

**Leslie Bracebridge**  
Assessors' Clerk

### **List of Documents used at the meeting:**

1. May 6, 2025 Assessors' meeting agenda.
2. May 6, 2025 Select Board meeting agenda.