



Minutes of the Brimfield Board of Assessors Meeting held September 27, 2022

Meeting called to order at 3:02PM by the Chair.

Members Present: Cynthia Keith Powers, Chair, and Robert Sullivan

Member Absent: Carolyn Haley

Staff Present: Cynthia Poirier, Principal Assessor

- .71 The Board reviewed the Meeting Minutes from the 09/13/22 Board of Assessors Meeting. Robert Sullivan made a motion to accept and sign the Minutes as presented. Motion seconded by Cynthia Powers. In favor, Robert Sullivan, and Cynthia Powers. Motion carried.
- .72 The Board signed the Department Payroll and Accounts Payable.
- .73 The Board signed the Motor Vehicle and Trailer Excise Tax Commitment 2022-05
- .74 The Board signed the Roll-Back Tax Commitment for Chapter 61a land, a portion of 17-E-5.
- .75 The Board reviewed and signed the Chapter 61a & 61B applications and Notice of Decision Forms.

Discussion:

Ms. Poirier asked the Board if they would like to continue with the one monthly meeting schedule and post any additional meetings needed. Ms. Poirier spoke to Carolyn Haley earlier in the day and Ms. Haley wanted her to share her support in the matter.

The Board agreed that monthly would prove to be more prudent and has worked well during the summer months.

Robert Sullivan updated the Board on his plans to relocate with a possible date of mid to late October. Once relocated Mr. Sullivan will no be able to serve on the Board and would likely need to resign at the next meeting. Mr. Sullivan wanted to discuss this today due to a newly set closing date and would like to give ample time for the Board to find a replacement.

Thus far Mr. Sullivan and Ms. Powers received an inquiry from one individual who would be interested in serving, (Lynn Hitchcock Mayotte) they spoke briefly and answered her questions.

Cynthia Powers asked Ms. Poirier to post the opening to obtain letters of interest for those who may be interested in serving and forward the posting to Ms. Mayotte. The Board would like to review letters of interest and make recommendation for appointment at the next meeting.

The Board will meet October 11th at 3:00p.m.

Having no further business motion to adjourn was made by Robert Sullivan. Second by Cynthia Powers. All in favor. Meeting adjourned at 3:36 P.M.

BOARD OF ASSESSORS

Cynthia K. Powers

Robert P. Sullivan

Carolyn B. Haley

Respectfully submitted,

Cynthia S. Poirier

Cynthia S. Poirier
Principal Assessor
Date: 10/11/2022

Town of Brimfield

Assessor

The Board of Assessors has an opening for an appointed Assessor.

An overview of responsibilities are as follows:

The Massachusetts Constitution requires that direct taxes on persons to be proportionately and reasonably imposed. In addition, the Declarations of Rights, Part 1, Article 10, requires each individual to bear his fair share of the public expense.

Assessors perform a variety of highly responsible functions requiring a comprehensive knowledge of Massachusetts General Laws pertaining to assessment administration & taxation and adhere to Tax laws as enacted by the Massachusetts Legislature.

Essential Functions:

Oversee department to ensure guidelines and regulations implemented by the legislation as established by the State Department of Revenue are followed and executed timely, to set the value of all property.

The Board of Assessors are required to annually assess taxes in an amount sufficient to cover state and local appropriations chargeable to the town. These taxes assessed will include state taxes which have been duly certified to the Board, town taxes voted by the town and all taxes voted and certified by the annual Town Meeting. The Board members are responsible and/or their designees in the approval of information relative to Recap, New Growth & Tax Rate setting process through DOR-Gateway program.

Having the following knowledge and skills is desirable:

- Knowledge of MGL & municipal timing of Classified Land (61/61A/61B), the Board members review, process and implements tax status for all applications of property owners with Classified Land & notifies property owners when necessary
- Ensures notification procedures are followed, and proper billing on land which declassifies, resulting in creating warrant to the Tax Collector for proper billing (Rollback)
- Maintains confidential information relative to the Town as specified in MGL
- Approval of detailed minutes of all meetings in accordance w/ MGL
- Supplies DOR, Local boards and the public with accurate computer-generated reports or other information as needed
- Ability to assist departments both Locally and at the State level.
- Internet ability & knowledge
- Ability to comprehend detailed data reports to ensure accuracy
- Communicates clearly & effectively in oral & written form.
- Deals tactfully & appropriately with the Public, Vendors, Town Officials & State agencies

Assessors are required to take and successfully pass Assessors Course 101 within one year of appointment.

Please forward a letter of interest to the Assessors by 10/10/2022