



Minutes of the Brimfield Board of Assessors Meeting held January 17, 2023

Meeting called to order at 4:00PM by Carolyn Haley, Acting Chair.
Members Present: Lynn Mayotte. Members Absent: Cynthia Powers
Staff: Cynthia Poirier, Principal Assessor

- .01 Meeting Minutes from the 12/20/22 Board of Assessors Meeting. Motion made by Lynn Mayotte to accept and sign the Minutes as presented. Second by Carolyn Haley. Voted- Carolyn Haley-Yes, Lynn Mayotte -Yes. Motion carried.
- .02 The Board reviewed the Department Payroll and Accounts Payable. Motion made by Lynn Mayotte to accept and sign. Second by Carolyn Haley. Voted- Carolyn Haley-Yes, Lynn Mayotte -Yes. Motion carried.
- .03 The Board reviewed the Motor Vehicle and Trailer Excise Tax Abatements. Motion made by Lynn Mayotte to accept and sign. Second by Carolyn Haley. Voted- Carolyn Haley-Yes, Lynn Mayotte -Yes. Motion carried.
- .04 The Board reviewed the Application for FY23 Statutory Real Estate Exemption under Clause 22a, Gold Star Parent. Motion made by Lynn Mayotte to accept and sign. Second by Carolyn Haley. Voted- Carolyn Haley-Yes, Lynn Mayotte -Yes. Motion carried.
- .05 The Board signed the FY24 MVX Commitment 01 and MVX Commitment 2023-07.

Discussion:

Chapter Land- Cynthia Poirier, Principal Assessor, informed the Board that it appears there are properties that have closed and one has changed use. The landowners have not followed the procedures within Chapter 61 Section 8, which afford the Town Right of First Refusal and triggers a Roll-Back Tax penalty. To date there are three properties in question.

Ms. Poirier explained that she has reached out to the Seller, Buyer's and spoken to the Buyers Attorney to inquire if an affidavit of acknowledgement was executed as this would satisfy the requirements of the statute. Thus far no documents have been provided to the Assessors.

It is the opinion of Ms. Poirier that the Board of Assessors inform the Board of Selectmen.

Without this requirement in place the parcels are subject to the Town having the right of first refusal of the sale and roll-back/conveyance tax, Ms. Poirier explained she is unsure how the lack of the right of first refusal would be addressed.

Ms. Haley agreed the Assessors should alert the Board of Selectmen and recommend they speak to Town Counsel on how best to proceed on behalf of the Town. Ms. Mayotte agreed. Ms. Poirier will draft a notice and forward to Ms. Haley for review prior to submission to the Board of Assessors for any additions or omissions.

FY2024 Budget Review- Ms. Poirier distributed the draft from FinCom of the proposed FY24 Budget. There was discussion on renewing the Permit Pro Software. Ms. Poirier had several meetings over the last year with the end users in each department and it appears that each department feels the cost moving forward outweighs the benefits.

Ms. Poirier could only speak on behalf of the assessors use, stating that since the pass back issue late 2021 and well into 2022. The break down was identified as the inability of the software to pass back to the Assessors CAMA via the Town Server and lack of IT continuity with the vendor.

Ms. Poirier does not feel confident that all permits are in fact being passed over to the assessment files, once the system is blocked or hung up at the server there are not any notifications to the assessors. Ms. Poirier has been utilizing the reporting feature of the permit pro software to balance with the assessment side manually and as suspected discovered many inaccuracies, to the point where an entire new dwelling was missing.

Once it was discovered the systems were not in sync both Ms. Poirier and the Building Department have been copying and manually entering all permits. The lack of ability to be able to have any server issues within the Town send notification is the underlying factor in the departments feeling non-renewal should be considered.

It would require diligence to return to in person permitting Ms. Poirier said but would be an acceptable method if structured correctly. Ms. Poirier has downloaded the existing permits in an excel file which has been tabbed according to year. At present both the Building and Assessors departments are running dual methods to better examine the best practice to be recommended in the up-and-coming budget request. Ms. Poirier added, a change to a manually run system would require additional responsibility to both set up and to maintain, should it be decided to implement an examination of compensation increase with the added duties should be expected. The cost of the software last year was reported as \$7,814. Ms. Haley would like to see more ways to fix rather than replace the software issue stating that the Town had invested considerable efforts in implementation. Ms. Poirier will keep the Board informed of any changes as they develop.

Ms. Poirier asked the Board to visit the Clerk line-item portion of the Budget. Firstly, the Clerk has shown much progress since her hire in July. Ms. Poirier reported that duties of the position are more in line with technical assessment administration than that of a clerk position. It was recommended the Board visit the wage structure and to consider increasing to the \$20.00-\$21.50 range that is commensurable with the duties as compared within the field of assessment administration.

Ms. Poirier asked the Board to consider adding one hour per day to the position to allow more time to train and delve into the work for a more uninterrupted time to absorb and complete projects assigned with focus on accuracy rather than time. The Board noted this for consideration on the Budget.

8§58- Ms. Poirier asked the Board to approve an 8§58 abatement due to a disaster for a property with total loss of the dwelling. The Board was in favor and will sign the abatement once calculated outside the meeting.

Discussion:

Next Assessors Meeting will be February 14th, 2023, at 4:00 P.M.

Having no further business motion to adjourn was made by Lynn Mayotte. Second by Carolyn Haley. All in favor. Meeting adjourned at 4:50 P.M.

BOARD OF ASSESSORS

Cynthia S. Poirier
Lynn Mayotte
Carolyn M. Haley

Respectfully submitted,
Cynthia S. Poirier
Cynthia S. Poirier, Principal Assessor
Date: 2/14/2023