



**Minutes of the Brimfield Board of Assessors Meeting held October 19<sup>th</sup>, 2021**

Meeting called to order at 3:08 P.M. by Cynthia Powers

Members Present: Robert Sullivan, Carolyn Haley

Staff: Cynthia Poirier, Principal Assessor

- .71 Motion made by Robert Sullivan to accept and sign the Minutes of the Board of Assessors 10/05/2021 Meeting. Second by Cynthia Powers. In favor 2-0-1. Motion Carried.
- .72 The Board signed the Department Payroll and Bills.
- .73 The Board reviewed the Chapter 61 Applications and Notice of Action Forms. Motion made by Robert Sullivan to sign the Applications and Notice of Action Forms. Second by Carolyn Haley. All in favor. Motion carried.
- .74 The Board reviewed and signed the Motor Vehicle Excise Tax Abatement Applications and Abatement Certificates.
- .75 The Board signed the Roll Back Tax Commitment Parcel 16-B-7. Ms. Poirier will submit the commitment once the Board of Selectmen has released the right of first refusal on behalf of the Town.

Discussion: The Board discussed the implementation of the support staff position for consideration in the FY23 Budget, and listened to input from the Principal Assessor. Ms. Haley recommended that a job description be created first and compensation be considered from the description. The members were in agreement.

Once the tax rate is set the office will begin to explore the proposed position and create a job description.

Having no further business motion to adjourn was made by Robert Sullivan. Second by Carolyn Haley. All in favor. Meeting adjourned at 3:43 P.M.

Respectfully submitted,

  
Cynthia S. Poirier

Deputy Assessor

Date: 11/02/2021

**BOARD OF ASSESSORS**

  
  
