



**Minutes of the Brimfield Board of Assessors Meeting held March 02, 2022**

Meeting called to order at 3:00PM

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

- .12 Meeting Minutes from the February 08, 2022 Board of Assessors Meeting. Motion made by Robert Sullivan to accept and sign the minutes as presented. Second by Cynthia Powers. Voted 2-0-1. Motion Carried.
- .13 The Board reviewed and signed the Department Payroll and Bills.
- .14 Warrant Articles for FY2023 Annual Town Meeting to accept certain Real Estate Exemptions. Acts (2000) Chapter 380 Section 1 and Section 2. The Board reviewed the purposed Warrant Articles to allow the Assessors to add the COLA adjustments on top of the CPI minimum social security exemption. Cynthia Poirier, PA, explained that any new exemptions that meet the criteria and exceed our current total exemptions will not be reimbursable by the state, which is the reason the adoption of this article must be accepted by the public body.
- .15 The Board signed the Exemption Report for the Month of February.
- .16 The Board signed the Motor Vehicle Excise and Exemption Applications.
- .17 The Board signed the Request for extension of filing 3ABC Form to March 15, 2022.
- .18 Notice of intent to remove classification of Chapter 61A Property -Tabled
- .19 The Board signed the Motor Vehicle Excise Tax Commitment 2021-06 in the amount of \$3,007.95.

Discussion: FY2023 Budget. The Assessors discussed the proposed position and extended duties that would be more intricate than that of a clerk in hopes to attract a candidate that would have some assessing experience and be interested in pursuing certification and longevity with the Town. Ms. Poirier shared similar positions and compensation structuring with the Board. Ms. Haley pointed to the position currently posted by the Town of Belchertown as the top of the pay scale and encouraged the Board to aim to be under that threshold. The members agreed that the job description of a Technical Assistant would be prudent and the salary could be presented as a range. The Board will discuss further with Finance Committee within that range. Ms. Poirier will schedule a joint meeting with the Finance Committee for March 17<sup>th</sup> and prepare salary compensation suggestions based on last year's salary and current offerings for like positions.

Office Update: The Board of Selectmen have not shared any new updates with the assessor's office regarding moving or plans for the Clerk to return to Town Hall. The Assessors continue to blend office hours with remote work and share the Office with the Town Accountant.

Having no further business motion to adjourn was made by Robert Sullivan. Second by Carolyn Haley. All in favor. Meeting adjourned at 3:23 P.M. Next Board of Assessors Meeting will be 03/14/2022 at 3:00 P.M

**BOARD OF ASSESSORS**

*Cynthia K. Powers*

Respectfully submitted,

*Cynthia S. Poirier*  
Cynthia S. Poirier  
Principal Assessor  
Date: 03/02/2022

**BOARD OF ASSESSOR**

*Robert Sullivan*  
*Carolyn M. Haley*