

SOUTHBOROUGH BOARD OF ASSESSORS

MEETING MINUTES

DATE: August 24, 2023 Time: 9:00 AM

BOA: Tammi Rice
Jeffrey Klein

PLACE: Southborough DPW
Meeting Room
147 Cordaville Road, Southborough, MA

DATE: 10/12/23

Present: Jeffrey Klein, Tammi Rice, Heath Widdiss, Paul Cibelli, Lori Esposito

Chairman Klein called the meeting to order at 9:00 AM.

New Business:

Meeting Minutes

Heath Widdiss made a motion to accept the meeting minutes of June 13, 2023 as presented; Tammi Rice seconded, voted all in favor.

Motor Vehicle Excise Tax Abatements

The following monthly abatements were reviewed and signed by the Board: (1) for 2021 totaling \$398.00; (4) for 2022 totaling 1,452.99; (71) for 2023 totaling \$17,416.34

Office Hours

Deputy Assessor Lori Esposito proposed, after discussion with Paul Cibelli, that the Assessors' office be closed to the public on Fridays. This would allow Paul and Lori some uninterrupted work time for focused tasks such as analysis, projects and inspections. Mr. Cibelli noted that several years ago, the office was closed to the public on Fridays for the same reasons, and he supports doing so again. Lori reminded the Board that with regular hours and being open until 7:00 PM on Tuesdays, the office will be open to the public for 38 hours per week, even with Fridays closed. While inspections must continue to be conducted throughout the work week as needed, Fridays will allow for additional scheduling that does not interfere with public office hours. Mr. Klein made a motion to close the Office of the Assessors to the public on Fridays, beginning September 1, 2023; Mr. Widdiss seconded, the motion was voted all in favor.

Other Business

Motor Vehicle Excise Tax Commitment #3 was received. The Board reviewed motor vehicle excise tax commitment #2023-04. Mr. Klein made a motion to accept commitment for (334) 2023 levy bills totaling \$117,211.00; Ms. Rice seconded the motion, voted all in favor.

Prior to the Board entering Executive Session, Ms. Esposito informed that the Executive Session Minutes of 6/13/23 on the agenda for approval are not available yet.

Executive Session:

At 9:08 AM, the Chairman made a motion for the Board to enter into Executive Session per M.G.L. c. 30A, §21 (a), exemption #7 in accordance with M.G.L. c.59 §60 to review and act upon 3ABC extension request and application from Southborough Historical Society. Motion was seconded and voted as follows: roll call – Klein, aye; Rice, aye; Widdiss, aye.

Open Session:

At 9:28 AM, the Board reconvened in open session.

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Other Business (continued)

Mr. Cibelli wanted to update the Board on the status of property valuation. There have been some issues with the new AP-5 system, but we have working around them and are close to having final values. Paul has been spending time with a consultant to work with the new system issues, and has additional hours planned for next week. Payment will come out of contracted services. As in past years, Paul will sign and submit preliminary values electronically on behalf of the Board, as questions from DLS and resubmissions are common. Once final values are approved by DLS, the Board will sign.

At 9:34 AM Chairman Klein made a motion to adjourn; Ms. Rice seconded and voted all in favor.

Respectfully Submitted,



Lori A. Esposito
Deputy Assessor

Documents Used at This Meeting:

Draft meeting minutes 6/13/23
Motor vehicle excise tax commitment
Motor vehicle excise monthly abatements

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MEETING MINUTES

DATE: June 13, 2023 Time: 4:15 PM

BOA: _____

PLACE: McAuliffe Hearing Room
Town House
17 Common Street, Southborough, MA

DATE: _____

Present: Jeffrey Klein, Tammi Rice, Heath Widdiss, Paul Cibelli, Lori Esposito

Chairman Klein called the meeting to order at 4:18 PM.

New Business:

Meeting Minutes

Chairman Klein made a motion to accept the meeting minutes of May 11, 2023 as presented; Tammi Rice seconded and voted all in favor.

Finance Director requests

- Letter dated May 22, 2023 received from Finance Director Brian Ballantine for Board's approval to write-off uncollectable FY22 personal property taxes. Mr. Klein made a motion to approve write-offs as requested, totaling \$15,731.41. Heath Widdiss seconded the motion, voted all in favor.
- Letter dated May 23, 2023 received from Finance Director Brian Ballantine for Board's approval to abate uncollectable 2020 motor vehicle excise taxes. Mr. Klein made a motion to approve abatements as requested, totaling \$9,942.31. Ms. Rice seconded the motion, voted all in favor.

Tax Commitments

The Board reviewed the following preliminary tax commitments for FY2024, to be signed and forwarded to the Town Accountant:

1. Real estate - \$24,330,051.36
2. Personal property - \$764,831.34
3. CPA surcharge - \$215,967.15
4. Septic betterment - \$1,298.07 (principal) + \$234.60 (interest)

Mr. Klein made a motion to approve and sign as requested; seconded by Ms. Rice and voted all in favor.

LA-13A Form

Board reviewed FY23 Revised and Omitted and Revised Assessment report for parcels not previously assessed or amended new growth – there were none. Board signed LA-13A form to be submitted electronically by Mr. Cibelli via DLS Gateway.

Other Business

Motor Vehicle Excise Tax Commitment #3 was received. The Board reviewed motor vehicle excise tax commitment #2023-03. Mr. Klein made a motion to accept commitment for (422) 2023 levy bills totaling \$288,967.30, and (1) 2022 levy recommit bill totaling \$97.25; Ms. Rice seconded the motion, voted all in favor.

Tax Map Maintenance Contract for FY25

CAI Technologies proposal received for all changes and updates to FY25 Assessor's maps, including GIS and a full set of printed maps (processing of data recorded from 1/1/23 through 12/31/23). The price of

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\$2,500 is the same as FY24. Mr. Klein motioned to accept CAI Technologies proposal and sign contract; Mr. Widdiss seconded the motion, voted all in favor.

Paul Cibelli Performance Review

The Board previously submitted individual reviews that were consolidated into a final form created by Lori Esposito. The Board reviewed the resulting scores and comments with Mr. Cibelli, confirming their satisfaction with his performance as Principal Assessor, as well as their confidence in his leadership and operation of the department. The overall performance rating achieved was “3 – Above Expectations”. There were no further questions or comments, and the Board and Mr. Cibelli all signed the performance review.

Report of the Principal Assessor

Paul reviewed the FY23 year-end budget status, summarizing the line items that had both positive and negative balances. He reported that the fiscal year expenditures were slightly below the department’s total operating budget.

Executive Session:

At 5:10PM, the Chairman made a motion for the Board to enter into Executive Session per M.G.L. c. 30A, §21 (a), exemption #7 in accordance with M.G.L. c.59 §60 to review Executive Session draft minutes of March 22, 2023; the Board will not return to open session. Motion was seconded and voted as follows: roll call – Klein, aye; Rice, aye; Widdiss, aye.

At 5:12 PM Chairman Klein made a motion to adjourn; Ms. Rice seconded and voted all in favor.

Respectfully Submitted,

Lori A. Esposito
Deputy Assessor

Documents Used at This Meeting:

Draft meeting minutes 5/11/23
Finance Director letters dated May 22, 2023 and May 23, 2023
Preliminary tax commitment totals
LA13A form
Motor vehicle excise monthly abatements
CAI tax map maintenance contract
Principal Assessor FY23 Performance Review

THE COMMONWEALTH OF MASSACHUSETTS
SOUTHBOROUGH
OFFICE OF THE BOARD OF ASSESSORS

24-Aug-23

TO: **Carla McAuliffe**
ACCOUNTING OFFICER OR TOWN TREASURER

You are hereby notified that COMMITMENT as shown below has this day been made by the Board of Assessors to **Brian Ballantine**, Collector of Taxes.

			Amount of Commitment
Real Estate			_____
Personal Property			_____
Motor Vehicle Excise	334	2023-04	\$117,211.09
Farm Animal Excise			_____
Omitted Assessment			_____
Real Estate			_____
Personal Property			_____
Additional Tax A/C Revision of Valuation			_____
Moth Assessment			_____
Street Sprinkling or Oiling Assessment			_____
Septic Betterment			_____
Principal			_____
Interest			_____
Sidewalk Assessment			_____
Street Assessment			_____
Water Lien Added to Tax			_____
District Tax			_____
CPA Surcharge			_____



Tammi Rice

Jeffrey Kl

BOARD OF ASSESSORS
of SOUTHBOROUGH

