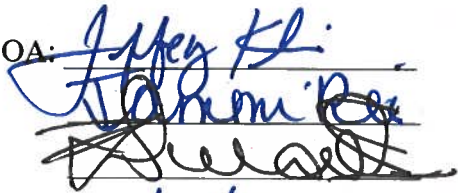


SOUTHBOROUGH BOARD OF ASSESSORS

MEETING MINUTES

DATE: October 12, 2023 Time: 4:15 PM

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

BOA: 
DATE: 10/27/23

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

Chairman Klein called the meeting to order at 4:25 PM.

New Business:

Meeting Minutes

Chairman Klein made a motion to accept the meeting minutes of August 24, 2023 as presented; Tammi Rice seconded, voted all in favor.

Motor Vehicle Excise Tax

- Mr. Klein made a motion to accept and MV excise tax commitment #2023-05, (308) bills totaling \$86,882.06; motion was seconded and voted all in favor.
- Mr. Klein made a motion to approve monthly MV excise tax abatements for October as follows: (2) levy 2022 abatements totaling \$463.64 and (36) levy 2023 abatements totaling \$5,455.05; motion was seconded and voted all in favor.

Overlay Funds

The Board reviewed Principal Assessor Paul Cibelli's request to release \$245,000 of overlay reserve funds to overlay surplus. Mr. Cibelli explained that annually, the Board releases funds that are no longer necessary to be held in reserve for abatements and exemptions. Mr. Klein motioned to transfer \$220,000 from FY22 overlay reserve and \$25,000 from FY23 overlay reserve into overlay surplus as requested by Mr. Cibelli; Ms. Rice seconded, 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 1/1/24 through 12/31/24). The price of \$2,500 is the same as FY24. Mr. Klein motioned to accept CAI Technologies proposal and sign contract; Ms. Rice seconded the motion, voted all in favor. Contract was signed.

Cyclical Inspections

Three requests for quotes, along with a detailed scope of services, for 1,250 single family home cyclical inspections to be performed during FY24 and FY25. One vendor did not respond at all, and one vendor informed us they could not provide a quote due to lack of staffing. The third vendor, Real Estate Research Consultants ("RRC") responded with a quote of \$38.00 per parcel, for a total of \$47,500, and could fulfill our timeline needs. Mr. Cibelli requested the Board award the quote and sign the contract for RRC. Mr. Klein made a motion to award a contract to RRC, 1538 Turnpike Street 3rd floor, North Andover, MA to perform 1,250 cyclical inspections in the amount of \$47,500.00 during FY24 and FY25. Ms. Rice seconded the motion, voted all in favor. Contract was signed.

Review of Updated Job Descriptions

Mr. Cibelli explained that all job descriptions for the Town are being uniformly formatted as requested by the Personnel Board. Our office received formatted descriptions for the Deputy Assessor and the

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Business Administrator positions. The Deputy Assessor's has no changes, except for placement of duties under the proper heading, and otherwise is exactly what the existing job description was. Mr. Klein made a motion to accept the draft updated Deputy Assessor job description as presented; Ms. Rice seconded and the motion passed all in favor. The Business Administrator's position has a standard description along with a new supplemental page specific to the job performed in the Assessors Office, as well as one for the Board of Health office; this Board needs to approve only what is relevant to the Assessors Office. Mr. Klein made a motion to accept the draft updated Business Administrator I job description and supplemental addendum as presented; Ms. Rice seconded and the motion passed all in favor.

Report of the Principal Assessor

The FY24 Assessment/Recap is complete, and the LA-4 and LA-13 are pending Board signatures to be submitted electronically by Mr. Cibelli to the DOR/Bureau of Local Assessment for approval. Mr. Klein and Ms. Rice signed the FY24 LA-4 Assessment Classification Report and LA-13 Tax Base Levy Growth Report forms. Mr. Cibelli also noted that the report numbers are from the new AP-5 system, so we will successfully be able to stop using the old Patriot data system.

Other Business

Chairman Klein was included in an email from a resident supporting a split tax rate, and wanted to be sure that scenarios and options for single and split tax rates would again be offered at the upcoming Tax Classification Hearing with the Select Board. Mr. Cibelli confirmed that the presentation would demonstrate options and facts for the Select Board to consider. While the Board of Assessors is free to make a recommendation, it is the Select Board's decision to vote single versus split rate.

Executive Session:

At 5:02 PM, 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 June 13, 2023 and August 24, 2023, and review and vote on personal real estate exemption applications; the Board will return to open session. Motion was seconded and voted as follows: roll call – Klein, aye; Rice, aye.

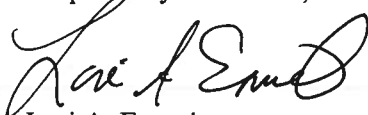
At 5:15 PM the Board returned to open session to report the following unanimous votes and to adjourn:

The following FY24 Personal Real Estate Exemption applications were approved and signed:

- (11) Clause 22 Veterans Exemptions
- (3) Clause 22E Veterans Exemptions
- (1) Clause 22D Veterans Exemption
- (1) Clause 22P Veterans Exemption
- (7) Clause 37A Blind Exemption
- (1) Clause 41C Senior Exemption

At 5:16pm, Mr. Klein made a motion to adjourn the meeting; Ms. Rice seconded, motion carried all in favor.

Respectfully Submitted,



Lori A. Esposito
Deputy Assessor

Documents Used at This Meeting:

Draft meeting minutes 8/24/23

SOUTHBOROUGH BOARD OF ASSESSORS

Overlay reserve transfer request

Updated draft job descriptions Deputy Assessor, Business Administrator

LA-4 and LA-13 forms

Motor vehicle excise tax commitment 2023-05

Motor vehicle excise monthly abatements

CAI tax map maintenance contract

Quote results for cyclical inspections

RRC contract for cyclical inspections