

**NORTHFIELD BOARD OF ASSESSORS (BOA) MEETING MINUTES**  
**69 MAIN ST., NORTHFIELD MA 01360**  
**NOVEMBER 15TH, 2023 1 PM**

**BOARD MEMBERS PRESENT:** Robert MacEwen, Alice Lord, and Bethany Walker

MacEwen called the meeting to order at 1:00 pm.

○ **MINUTES**

- Minutes for the October 11th, 2023, meeting were reviewed.
  - *A motion was made by MacEwen, seconded by Lord, and VOTED unanimously to approve the September 13th, 2023, minutes.*

○ **MOTOR VEHICLE EXCISE**

- Abatements received to date were reviewed; monthly VADAR list initialed for the Accountant and Treasurer.
  - *A motion was made by MacEwen, seconded by Lord, and VOTED unanimously to approve all MV abatements submitted to date.*
- Commitment and Warrant #6 Motor Vehicle excise was signed.
- Schedule for Uncollectable Excises for Treasurer/Tax Collector were reviewed, processed, and signed by the Board.

○ **REAL ESTATE/PERSONAL PROPERTY**

- Chapter 61
  - Reviewed chapter applications received to date; approved all that were submitted.
- Review of Sales
  - Reviewed properties that are currently for sale in Northfield and what has just been sold since the last meeting.
- Firstlight Status
  - A draft of the appraisal was submitted to the Board of Assessors. Board reviewed and seeking a quick turn around to ensure that the final documents can be submitted to state in time for approval to move forward with the Tax Classification Hearing
- Mayflower Update
  - Lisa Quackenbush is scheduled to come to the office on the 27<sup>th</sup> of November to assist with final state documents.
- Exemption application paperwork has begun in the Assessor's Office. Walker has updated the forms on the website and has them outside the office door available to the public.
  - Discussion on all exemptions available to townspeople

○ **MISCELLANEOUS OFFICE UPDATES**

- The Patriot Software update
  - Patriot to provide a patch for AssessPro (Assessors assessing software) to satisfy the requirements for the upgrade. The patch will be installed 12/18/2023 and Walker will not be able to use the computer for a couple of hours while this process is occurring. The actual upgrade will take place in February.
- No forms submitted to Gateway.
- Walker worked on the new format of the Annual Report generated by the Collins Center.

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○ **BUDGET**

- Month end report/balance sheets reviewed.
- Discussed areas of FY25 budget.
- Warrant Article submitted for \$25,000 for Legal Funds.
  - With more issues coming before the Board of Assessors, whether the use of the Town Council or specialized legal help, it is apparent that the Board of Assessors needs funds to cover the costs.
  - Walker suggested to the board that it would be a good idea to make an account line item for legal as it appears that it will be a new normal having to use a legal team.

○ **BILLS**

- KP Law (Appellant Tax Board assistance) \$943
- Federal Appraisal Consulting for Appellant Tax Board case) \$20,741.34
- Mayflower Valuations (property inspection services) \$6755

○ **MAIL**

- Financial Assistant, Erin, sent out balance sheet.

○ **NEXT MEETING**

- 12/5/2023 at 6pm- joint meeting with the Selectboard for a Tax Classification Hearing (subject to approval from state to move forward)
- 12/13/2023 at 1pm

*A motion was made by MacEwen, seconded by Walker, and VOTED unanimously to adjourn the Board of Assessors Meeting.*

Meeting adjourned at 2:37 pm

Submitted by:

Bethany Walker, clerk

Approved by:

Abie B. Lord  
Bethany Walker  
12/18/2023