

NORTHFIELD BOARD OF ASSESSORS (BOA) MEETING MINUTES
69 MAIN ST., NORTHFIELD MA 01360
DECEMBER 13TH, 2023 1 PM

BOARD MEMBERS PRESENT: Alice Lord, and Bethany Walker

BOARD MEMBERS ABSENT: Robert MacEwen

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

○ **MINUTES**

- Minutes for the November 15th, 2023, meeting were reviewed.
 - *A motion was made by Lord, seconded by Walker, and VOTED unanimously to approve the November 15th, 2023, minutes.*
- Minutes from the December 5th, 2023, meeting were reviewed.
 - *A motion was made by Lord, seconded by Walker, and VOTED unanimously to approve the December 5th, 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 Walker, seconded by Lord, and VOTED unanimously to approve all MV abatements submitted to date.*

○ **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.
- Tax Classification hearing was on 12/5/2023. Selectboard voted to have a single tax rate.
- Walker submitted all appropriate documents to the Department of Revenue via Gateway. Tax Rate approved at \$13.58, same as last year.
- Commitment and Warrant for FY24 Actual Tax bills were signed for Real Estate, Personal Property, CPA and Sewer
- Mayflower Update
 - Building Permit inspections will start in late January/Early February. Walker to coordinate time with Mayflower.
- Exemption applications review and approve what was submitted to date.

○ **MISCELLANEOUS OFFICE UPDATES**

- The Patriot Software update
 - Patriot to provide a patch for AssessPro (Assessors assessing software). 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.

○ **BUDGET**

- Month end report/balance sheets reviewed.

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- Budget finalized and signed by Lord and Walker and ready to submit to Town Administrator
- **BILLS**
 - Quill (toner) \$504.96
 - Federal Appraisal (FY24 Appraisal of Firstlight) \$17,500
 - MAAO Dues (for Robert MacEwen) \$75
- **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 Lord, seconded by Walker, and VOTED unanimously to adjourn the Board of Assessors Meeting.

Meeting adjourned at 1:52 pm

Submitted by:

Bethany Walker, clerk

Approved by:

Alise B. Lord
Bethany R. Walker
3-6-2024