



## **Board of Assessors'**

### **Meeting Minutes**

4:00 p.m.

February 19, 2020

Assessors' Office

**Members Present:** Robert G. Cocks, Jr., Caroline B. Akins and Town Assessor Amy Gow

### **1. Opening**

Chair Robert G. Cocks, Jr. opened the meeting at 4:03 p.m.

### **2. Regular Business**

- A. Approval of Meeting Minutes -- The meeting minutes from the January 29, 2020 were reviewed and approved by a vote of 2-0.
- B. Review of Departmental Expenditures -- Expenditures from February 5, 2020 thru February 18, 2020 were reviewed.

### **3. New/Special Business**

#### A. Review Open Meeting Law Presentation

The Members were given a copy of the Open Meeting Law Presentation given by Nina Pickering-Cook on February 10, 2020. Going forward, Town Assessor will use the templates provided for the Agenda and Meeting Minutes.

#### B. Schedule of Uncollectible Taxes -- Personal Property

The Members signed State Tax Form 166/380 from the Treasurer/Collector requesting to abate uncollectible personal property taxes due to Chapter 7 Bankruptcy for FY2018 Acct. # 79 (Sort LLC).

C. Tax Map Maintenance Contract

The Members reviewed Cartographic Associates, Inc. Tax Map Maintenance Proposal for processing data recorded 01/01/2020 through 12/31/2020. The Members unanimously approved and signed the Tax Map Maintenance Contract.

D. Next Meeting

March 25, 2020 at 4:00 p.m. in the Assessors' Office.

E. Executive Session

Chair Robert G. Cocks, Jr. announced that the Board of Assessors' would be entering executive session to discuss, review and sign statutory exemptions, all Clauses found under M.G. L. Chapter 59, Section 5, and pending real estate and personal property abatement, "as an open meeting may have a detrimental effect on the bargaining or litigating position of the public body". Chair further announced that the Board of Assessors' would reconvene in open session following the conclusion of executive session.

It was moved and seconded to enter executive session. The Board of Assessors' voted as follows to enter executive session:

Caroline B. Akins:	aye
Robert G. Cocks, Jr.:	aye

[EXECUTIVE SESSION MINUTES KEPT SEPARATELY]

At the conclusion of the executive session, it was moved by Caroline B. Akins and seconded by Robert G. Cocks to exit executive session. The Board of Assessors' then voted as follows on the motion:

Caroline B. Akins:	aye
Robert G. Cocks, Jr.:	aye

The Board returned to public session to report on actions taken during their executive session as follows:

FY2020 Real Estate Exemption Applications:	1 application approved (unanimous, 2-0)
FY2020 Real Estate Abatement Applications:	10 applications approved (unanimous, 2-0)

The Board also reviewed the Deed and Affidavit for the 68 Farm Street sale that took place February 6, 2020.

**4. Adjournment**

At 5:30 p.m., it was moved and seconded to adjourn the meeting. The motion was approved 2-0.

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**Documents and Exhibits Used During this Meeting:**

- Meeting minutes of January 29, 2020
- Departmental expenditures from February 5, 2020 thru February 18, 2020
- Open Meeting Law Presentation
- State Tax Form 166/380
- Cartographic Associates, Inc. Tax Map Maintenance Proposal
- Cartographic Associates, Inc. Tax Map Maintenance Contract