

**Board of Assessors**  
**Wednesday, February 14, at 11 a.m.**  
**Meeting Minutes**

- **ATTENDANCE:** Bruce Martin, Paula B. Keefe, Karen Kelly-Garay, Betty-Jo O'Brien
- **OPEN MEETING**
  - The meeting was called to order at 10:05 a.m. and was adjourned to the Executive Session. Bruce Martin stated the regular session would reconvene after the Executive Session. The meeting reconvened at 11:15 a.m.
- **MINUTES**
  - The Board unanimously approved the Minutes of February 14, 2024, meeting.
- **BUDGET**
  - The Board reviewed the FY24 budget to date. No changes were made.
- **BILLS**
  - The unanimously approved bills week ending February 17, 2024.
- **PAYROLL**
  - The Board unanimously approved payroll for weeks ending February 17 and 24, 2024.
- **PROPERTIES**
  - Wright's Mill Inspection-Bruce will contact Bill (the maintenance person for the mill to set up an appointment).
  - Status of FY23 Permits and Inspections-Betty-Jo will follow up with Alan Bishop to see when he will begin the inspections. So far there are 62 parcels.
- **OLD BUSINESS**
  - Betty-Jo provided the Building Department with a listing of apartments and businesses in town as requested.
  - AP5 Patriot Update-Still working with them to get proper training and fix personal property.
  - CAI Update-They will be giving us a demonstration of the Document Upload feature on Wednesday, February 28, 2024, to see if this is something we want to continue with.
  - Assessor Clerk Vacancy-Betty-Jo will send to Jim the job posting and job description to post immediately on the town website and in the paper.
  - Betty-Jo is on February 22, 2024, Selectmen's Meeting agenda for reappointment.
  - MAOO Summer School June 24<sup>th</sup> – 27<sup>th</sup> Plymouth, MA
  - MAOO Annual School, August 12-16, 2024
- **NEW BUSINESS**
  - The Board signed Commitment #7 and Commitment #1 Motor Vehicle Excise Tax Warrant.
  - The Board signed Exemption Certificates.
  - The Board signed Abatement Certificates.

- Betty-Jo informed the Board she passed the IAAO Course 101 Fundamentals of Real Property Appraisal.
- Discuss Warren Housing Authority 705 Program-Betty-Jo attended a Zoom meeting from the MAAO and will be contacting them regarding the 705 Program in town to see if anything needs to be updated. The current agreement with the Warren Housing Authority is dated 1983.
- Community Development Projects and Initiatives Public Meetings-Betty-Jo handed out the flyer that Jim had sent to everyone.
- February 14, 2024 – MAAO Municipal Empowerment Act Zoom 2p.m.-3p.m.
- February 28, 2024, CAI Document Upload Presentation.
- DLS Training- March 11, 2024, at 2 p.m. via Zoom-What is DLS?
- Worcester County Assessors Association Spring Meeting Tuesday, March 26, 2024, 8 a.m. – 4:00 p.m. Boylston, MA
- **Next Meeting Wednesday, February 28, 2024**
- **The meeting was adjourned at 12:11 p.m.**

Respectfully submitted,

Betty-Jo O'Brien

Assistant Assessor