

ASSESSORS' MEETING MINUTES

Meeting to be VIA REMOTE PARTICAPATION

CODE ACCESS 314-671-733

Meeting Open: March 31, 2020 6:00 P.M.

Attendance: Meeting opened by Christian Petersen, Chair at 6:00 p.m.

**Roll-Call Christian Petersen, Chair- Present
Cynthia Poirier, Assessor-Present**

Public: Christine McCoo and Paula Braun

Meeting Minutes:

Meeting of February 25, 2020 Christian Petersen asked that the Minutes be tabled until he had a hard copy available.

Signatures: March 10, 2020

Monthly List of MV Excise abatements granted in February levy 2019 \$158.13

Monthly List of MV Excise abatements granted in February levy 2020 \$2,482.30

Monthly List of Personal Property abatements granted in February \$149.81

Monthly List of Exemptions granted in February \$600.00

Signatures March 31, 2020

Notice of Commitment and Warrant 2006 MV Excise tax \$21.25

Notice of Commitment and Warrant 2007 MV Excise tax \$72.50

Notice of Commitment and Warrant 2008 MV Excise tax \$40.00

2020-02 Motor Vehicle Excise Tax commitment in the amount of \$28,933.47

Mr. Petersen and Ms. Poirier discussed appointing Ms. Higgins Deputy Assessor capabilities in order for her to have the ability to utilize the signatures of the Board by signature stamp to keep the workflow timely for the Collector, Accountant and Taxpayers. Mr. Peterson had visited Ms. Higgins and discussed the need for this, Ms. Higgins is ready to implement this and will be able to continue operating the office utilizing the authority.

6:07 JoAnne Higgins Joined the meeting. Discussion ensued to revisit the agenda items discussed and the deputy roll the Board would like to implement. Although Ms. Higgins currently utilizes the signature stamp process on timely filed MVX abatement applications with supporting documentation, this authority would expand to the reports, exemptions, abatements and commitments that are necessary to keep the department functioning and balance with the Collector and Accountant.

Motion made by Cynthia Poirier to grant Joanne Higgins deputy power to grant authority to utilize the signature stamps of the Board members to sign necessary department documents. Second by Christian Petersen. Roll-call vote: Christian Petersen-Yes Cynthia Poirier-Yes Motion carried.

6:12 Diane Rhodes Gregoire joined the Meeting.

Discussion ensued explaining the events that had taken place since the call to order.

Ms. Rhodes-Gregoire expressed that she supported the Boards action.

Exemption applications Ms. Higgins reviewed the eligible 3 ABC applications with the Board. Motion Made by Christian Petersen to approve those Exemption applications. Second by Diane Rhoades Gregoire. Rollcall Vote Christian Petersen-Yes Cynthia Poirier-Yes Diane Rhoades Gregoire-Yes Motion carried.

Ms. Higgins discussed two applications that were pending, one was for a new filing for the Friends of Hamilton Reservoir. Christine McCoo updated the Board on the documentation that was requested. Paula Braun, Treasurer of the Friends of Hamilton Reservoir, informed the Board that she was initially unaware that the form-PC was required and has since contacted their accountant and has submitted it to the Board. Ms. Poirier thanked her for submitting the form and explained, filing dates and supporting documentation is a statutory requirement and not something arbitrarily required by the Board; the Board is subject to audit and these guidelines must be met.

Ms. Higgins confirmed she has received documents and asked that she be given additional time to review them. After discussion the Board will await Ms. Higgins findings once she has reviewed the documents. Chris McCoo and Paula Braun thanked the Board and dismissed themselves from the Meeting.

Ms. Higgins reviewed the remaining exemption application with the Board and recommended the Board to revisit it at the next meeting to allow a thorough review of the qualification criteria. The Board agreed to revisit the application at the next meeting.

Abatement applications:

Ms. Higgins discussed the Abatement Applications for both Real and Personal Property at length. Ms. Higgins had visited the properties, gave the Board the valuation adjustment information and recommendations. Motion made by Cynthia Poirier to accept the recommendation of Ms. Higgins and grant the abatements. Second by Christian Petersen. Rollcall Vote Christian Petersen-Yes Cynthia Poirier-Yes Diane Rhoades Gregoire-Yes Motion carried

Discussion / Review

Office will remain closed due to State of Emergency of Corona Virus Quarantine, Ms. Higgins will continue to perform her duties via remote access.

The Board noted All MAAO classes and seminars are cancelled

Correspondence: None

Motion made by Cynthia Poirier to adjourn Second by Christian Petersen.

Rollcall Vote Christian Petersen-Yes Cynthia Poirier-Yes Diane Rhoades Gregoire-Yes

Meeting adjourned at 6:22 P.M.

Next scheduled meeting Tuesday April 14, 2020 at 6:00 P.M.

Respectfully submitted,

Cynthia Poirier, Assessor