



## Town of Oak Bluffs Assessing Department

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# BOARD OF ASSESSORS Minutes February 16, 2023

Topic: Oak Bluffs Assessor's Meeting

Time: February 16, 2023 10:00 AM Eastern Time (US and Canada)

Board Members Present - Jack Law

Board Member Absent – Melanie Bilodeau

Staff Present:

Kristina West - Principal Assessor

Administrative Assistant to the Board of Assessors

Meeting opened at 10:00 am

Marie Allen Remembrance

Minutes Approval November 10, 2022

The Board voted to approve the minutes 2-0, Law-Aye, Bilodeau-Aye

Minutes Approval December 12, 2022

The Board voted to approve the minutes 2-0, Law-Aye, Bilodeau-Aye

Rule of necessity was invoked due to Marie Allen's passing.

Minutes Approval December 13 & 15, 2022 joint Select Board & Assessor's meeting.

The Board voted to approve the minutes 2-0, Law-Aye, Bilodeau-Aye

Vote to allow Principal Assessor to sign meeting documents by stamp after approval.

The Board voted 2-0 to approve, Law-Aye, Bilodeau-Aye

Motor Vehicle and Boat Abatements 11/10/2022 - 12/12/2022

The Board voted 2-0 to sign the documents, Law-Aye, Bilodeau-Aye

Assessors Warrant to Collector MV Excise Commitment FY2022 – 7

The board voted 2-0 to approve the documents with Bilodeau Aye, Law Aye

Assessors Warrant to Collector MV Excise Commitment FY2023 – 1

The board voted 2-0 to approve the documents with Bilodeau Aye, Law Aye

Allow Principal Assessor to process Abutters list & Betterments.

The Board voted 2-0 to approve, Law-Aye, Bilodeau-Aye

The Board reviewed the departments 2022 Annual Report. Going forward these yearly reports will include an educational portion to help our constituents better understand what we do. This year the focus is on the Residential Exemption.

The Board reviewed a request from Island Elderly Housing Trust for an extension to file their form 3ABC.

The Board voted 2-0 to approve, Law-Aye, Bilodeau-Aye

Assessor's Update:

The Administrative Assistant completed a class on the Open Meeting Law. You will see changes in the minutes and the agenda moving forward as we take steps to be more in compliance with the requirements of the law.

The Administrative Assistant has mailed out the Forms of List and 3 ABC's.

Tax rate and Actual Billing review. After the tax rate hearing all information was submitted to the Department of Revenue for approval. Once approval was received the Assessing department worked to create the Collectors cash book and billing file. This took an additional week of work for our office but was necessary to get the bills out. This process should not be falling solely on the Assessing department. The Assessor will be discussing this with the appropriate departments moving forward.

The numbers for the warrant and commitments changed slightly during the tax rate hearing and State approval process. New commitments have been created to match the final approved numbers. The board reviewed the updated commitments.

The Board voted 2-0 to approve, Law-Aye, Bilodeau-Aye

Staff evaluations and yearly planning have been completed. Moving forward the Assistant Assessor will be training the Administrative Assistant on deed research and processing. This will free up his time for inspections. The Administrative Assistant has also begun an extensive and thorough archive project and will be focusing on creating a working Boat excise program for the department.

This year we will continue to work on reallocating duties to the appropriate departments so that we can focus on meeting the statutory obligations of the Assessing department.

We are scheduling property inspections for abatement applications during the first two weeks in March. We hope to have most ready for Board review the First of April.

**Roll Call Vote – To enter Executive session – 10:45 am**

**The Board voted to convene in executive session under Chapter 30 A Section 21 (a) (6) - valuation of property and (3) – litigation and to reconvene in open session.**

**The Board voted 2-0 to approve, Law-Aye, Bilodeau-Aye**

11:30 am - The Board reconvened in open session and took the following actions (see supplemental documents for additional information):

Residential Exemptions – 15 approvals and 2 denials

Personal Property Abatements – 2 approvals

Real Estate Abatements – 3 approvals and 1 denial

Senior work-off Exemption – 1 approval

Clause 17D Exemptions – 2 approvals

Clause 41C Exemptions – 6 approvals and 1 denial

Clause 22 Exemptions – 5 approvals

The Board vote on the motion - 2-0 Law-Aye, Bilodeau-Aye

The Board voted to Adjourn at 11:45 am

The Board voted 2-0 to approve, Law-Aye, Bilodeau-Aye

### **Document List**

Minutes of November 10<sup>th</sup>, 2022

Minutes of December 12<sup>th</sup>, 2022

Minutes of December 13<sup>th</sup> & 15<sup>th</sup>, 2022 joint meeting with the Selectboard

Motor Vehicle and Boat abatement lists

7<sup>th</sup> MV commitment of 2022

1<sup>st</sup> MV commitment of 2023

FY23 Actual Warrants to Collector for Special Assessments, CPA, RE and PP

FY23 Actual Notice of Commitment to Accountant

Assessors Annual Report 2022

Island Elderly Housing Trust Extension Letter

Real Estate & Personal Property Abatement and Exemption lists