



# TOWN OF MILFORD BOARD OF ASSESSORS

JENNIFER M. SCLAR, MAA  
ASSESSOR/ADMINISTRATOR

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JOSEPH F. NIRO  
CHAIRMAN  
  
JOSEPH F. ARCUDI  
  
JOSHUA M. LIOCE

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## MEETING MINUTES AUGUST 24, 2017

### Present:

Joseph Niro, Chairman  
Joseph Arcudi  
Joshua Lioce  
Jennifer Sclar, Assessor/Administrator

A motion to open the meeting was made by Joe Niro and seconded by Joe Arcudi. The motion passed unanimously and the meeting was called to order at 10:00 a.m. in Room 14.

### OLD BUSINESS

The Board reviewed the minutes from the July 26, 2017 board meeting. A motion to accept the minutes was made by Joshua Lioce and seconded by Joe Niro. The motion passed.

### NEW BUSINESS

A motion was made by Joe Arcudi to approve the departmental bills for FY17 as follows:

Northeast Office Systems	\$ 41.00
Worcester Registry of Deeds	\$ 6.00
Patriot Properties	\$13,600.00
MAAO	\$ 90.00
WCAA	\$ 50.00
Rebecca Alger	\$ 95.77
Total	\$13,882.77

The Board discussed the existing contract with Patriot Properties. Jennifer has emailed Patriot to discuss amending the contract price to exclude the recertification that has been postponed from FY2019 to FY2020. If a reduction in price is agreed upon, FY2019 will be treated as an interim year and requests for proposal will be sent out for a new contract to begin with the FY2020 certification. Bills will not be paid in excess of \$16,327.50, until an amended agreement is executed. This amount represents the balance to pay before overpayments incur due to the difference in price between an interim year and a certification year.

The Board also discussed the lack of communication received from Patriot regarding valuation services. An email was sent on July first informing them the Town was ready to begin the interim value analysis. They did not respond until a second letter was sent a month later. Jennifer will call Dick Swadel from Patriot Properties to discuss the matter.

Jennifer emailed Rick regarding the submission of an article requesting the Assessor/Administrator to be name responsible for street numbering. Jennifer met with Rick, Chief O'Loughlin and Chief Touhey to discuss any concerns they may have with the street



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numbering methods used. Jennifer will draft an address assignment and maintenance standard to be used and distribute in draft form to this group for feedback.

Iron Mountain was contacted for off-site document storage pricing. All items must be boxed. The books that need to be stored are large and heavy and will require special size boxes durable enough for the weight of the books. Once suitable boxes are found a more accurate price for storage will be available for the Board to review.

Jennifer met with the Senior Tax Relief Committee to discuss possible updates to tax programs offered in Milford. Most of the exemptions offered are already at maximum allowable limits. The Committee focused on updates to the Senior Work-off Program. The Committee forwarded a recommendation to the Board of Selectmen to increase the number of participants allowed and to increase the earned dollar amount allowed. The Board of Selectmen voted to increase participants to 40 and increase the earned amount from \$750.00 to \$1,000.00. Jennifer redesigned the Senior Work-off Program booklet and distributed it to relevant departments.

Jennifer informed the Board the Milford website has been redesigned and launched this week. The new domain is [www.milfordma.gov](http://www.milfordma.gov).

Jennifer informed the Board a new Town Accountant was appointed and should start in September.

Inquiries have been received from the public and there have been recent discussions on Facebook and in the news related to Assessors Office inspections and also people posing as municipal inspectors. Jennifer prepared an inspection notice that has been posted to the town webpage, Milford radio, Milford TV and will be in the next Town Crier. This notice explains why we inspect and what to look for to identify our inspectors. Magnets will be displayed on the vehicles used and identification cards are carried. Joshua asked that Jennifer email the notice to him for additional distribution.

Jennifer informed the Board that the total overlay balance for all years (as of 6/30/17) is \$2,239,962.50. This amount matches the Finance Director's balance as of 6/30/17.

The Board discussed their request to meet with the Board of Selectmen and Building Commissioner. It doesn't make sense to the Board to meet given the vacancy in the Building Inspectors Office. Jennifer and Rick should meet with the new Commissioner to review past issues and to develop a process going forward that will meet the needs of both departments. Jennifer will send a memo to Rick and the Board of Selectmen.

Jennifer received a memo from the Treasurer that he intends to file petitions to foreclose on 12 tax title accounts and more will follow.



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## **SET MEETING DATES**

The next Board Meeting will be scheduled at a later date.

A motion was made by Joe Niro at 11:25 a.m. to go into executive session pursuant to G.L. c.30A section 21(a) purpose number 7. The Board will not return to open session. By roll call, Joe Arcudi – Yes, Joe Niro – Yes, Joshua Lioce – Yes.

Respectfully submitted,

Jennifer Sclar, Clerk

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