



TOWN OF MILFORD BOARD OF ASSESSORS

JOSEPH F. NIRO
CHAIRMAN

JOSEPH F. ARCUDI

JOSHUA M. LIOCE

JENNIFER M. SCLAR, MAA
ASSESSOR/ADMINISTRATOR

52 MAIN STREET
MILFORD, MA 01757
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WWW.MILFORD.MA.US

MEETING MINUTES APRIL 5, 2018

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.

Joe Arcudi made a motion to appoint Joe Niro as Chair of the Board of Assessors. The motion was seconded by Joshua Lioce. The motion passed. Joe Arcudi and Joshua Lioce thanked Joe Niro for his many years of service collectively on the Board and with the Fire Department.

Joe Niro made a motion to appoint Jennifer Sclar as the Clerk for the Board of Assessors. Joe Arcudi seconded the motion. The motion passed unanimously.

The Board reviewed the minutes from the February 20, 2018 meeting. A motion to accept the minutes was made by Joe Niro and seconded by Joshua Lioce. The motion passed unanimously.

OLD BUSINESS

Jennifer updated the Board on the security of the Town Hall. Employees completed a survey regarding their feelings about security in the Town Hall and parking areas. The police Chief was reviewing the results of that meeting. In the meantime, an "active shooter in town hall" alert was sent to employees by mistake while demonstrating the ability to notify employees in an emergency. No advance notice was given to employees that a test was being conducted. Employees waited a lengthy time to receive notice that it was a mistake. The Town Administrator did come to departments to explain it was a mistake and to let us know the Police Officer would be coming around to apologize, which he didn't. In speaking with other departments, some received an intercom message that this was a false alarm. The Assessors' Office did not hear an intercom message and IT was notified we didn't think the intercom system was working. Jennifer will follow up with IT. Joshua Lioce made a motion that a letter be sent to the Board of Selectmen asking for an update on the Rave security protocol, for all departments to be notified if there will be training on this system, and asking that the intercom system be fixed if it is not working properly.

Jennifer updated the Board on a record storage solution. Rick is going to have a vendor come to the Town Hall to view our records and space needs.

NEW BUSINESS

The Board reviewed the following departmental bills payable for FY2018:



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| | |
|--------------------------------------|----------|
| Amazon Capital Services Inc. | \$31.02 |
| Worcester Registry of Deeds | \$16.00 |
| Rebecca Alger mileage | \$76.85 |
| Rebecca Alger mileage | \$40.33 |
| Jennifer Sclar course reimbursement | \$259.00 |
| Jennifer Sclar postage reimbursement | \$12.04 |
| WB Mason | \$27.99 |
| WB Mason | \$319.99 |
| WB Mason | \$14.38 |
| Northeast Office Systems January | \$41.00 |
| Northeast Office Systems February | \$41.00 |
| NECS | \$3.15 |
| Staples | \$133.98 |

The Board signed the second 2018 motor vehicle excise commitment totaling \$482,693.88. 2,069 bills will be mailed on April 11, 2018.

A request for proposals for revaluation services for FY2020 through FY2024 was sent out and due back by March 28, 2018 at 3:30 p.m. The only proposal received was from Patriot Properties. Their proposal is both responsive and advantageous to the Town of Milford. The Board signed the contract and will forward to Patriot for endorsement and request copies of insurance binders. The annual price for these services will be \$81,600 for five years.

Jennifer informed the Board she has attended a few meetings with the Town Clerk's Office and the Town Engineer regarding the 2020 census. Dawn is comparing addresses lists. As she finds problem properties, the Assessors' Office researches them. We are also reaching out to the larger rental properties for master address lists. Once the list is finalized it will be given to the Town Engineer to identify the latitude and longitude geo codes.

The fiscal year 2019 budget is finalized and submitted. The increases over last year are contractual for revaluation services, appraisal of the power plant, new copier costs and software for uploading pdf images of field cards to the website. The 2018 total budget including salaries was \$385,183 and the 2019 request is \$397,555.

Jennifer was contacted by the attorney for Ardagh Glass questioning the TIF calculation over the last few years. Jennifer reviewed the TIF and believes it is correct. No abatement was filed in those years and the project is being decertified for closure.

The re-designation of 2018 Assessors funding was approved through the Finance Committee for digitizing the orthophoto imagery for Milford. This will enhance the data available online and in house by visually identifying many features on the ground and symbolizing them for GIS use.



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Annual map updates have been completed. The printed tax maps have been received and the new data as of January 1, 2018 is now available online. This will include new street numbers, corrections and lot splits.

Jennifer provided an update to the Board on the Task Force meeting held March 22, 2018. In attendance were Scott Keefe, Neil Thomas, Paul Mazzuchelli, Matt Marcotte, Erica Robertson, Rick Villani, Jennifer Sclar and Rebecca Alger. This was the first meeting for the Task Force and was productive. We discussed how properties will be identified for Task Force inspection and what methods the public will have to file complaints such as the online and paper forms. Board of Health has a complaint form that can be used as a template. A pre-permit form will be distributed to various departments for comment. An internal reporting form will be created to report inspection observations believed to fall under another department's jurisdiction. A list of properties with complaints or prior inspections concerns will be distributed for comment to develop an initial list. Rick asked for follow up reports where applicable for the 42 Main Street inspection. Board of Health appears to have the most enforcement, whether through housing court, fines etc. Standing monthly meetings will be held.

SET MEETING DATES

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

A motion was made by Joshua Lioce at 11:30 a.m. to adjourn the open session and 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



BOARD OF ASSESSORS