



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
508-634-2306 • FAX 508-634-2324

ASSESSORS@TOWNOFMILFORD.COM
WWW.MILFORD.MA.US

MEETING MINUTES SEPTEMBER 6, 2018

Present:

Joe Niro

Joseph Arcudi

Joshua Lioce

Jennifer Sclar, Assessor/Administrator

A motion to open the meeting was made by Joshua Lioce and seconded by Joe Arcudi. The motion passed unanimously and the meeting was called to order at 10:05 a.m. in Room 14.

A motion to accept the minutes from July 31, 2018 was made by Joe Arcudi and seconded by Joshua Lioce. The motion passed unanimously.

OLD BUSINESS

Jennifer inquired with Zach Taylor about getting funds for reconfiguration of the office to provide additional security. Zach provided a recommended protocol of contacting the Board of Selectmen and Finance Committee. The Board suggested moving the counter location. Jennifer will contact Carlos for assistance. Jennifer will also talk with the Building Inspector for his suggestions on improving the entrance to the office.

An article will be placed on the Town Meeting warrant regarding a town wide record storage solution. The historic commitment books have recently been moved. The Board requested Jennifer contact Carlos to get tarps to cover the books until a permanent solution is found.

NEW BUSINESS

The Board reviewed the following departmental bills payable for FY2019:

Rebecca Alger mileage	\$126.44
Rebecca Alger mileage	\$143.34
WB Mason	\$57.99
WB Mason	\$54.45
WB Mason	\$14.99
WB Mason	\$49.90
WB Mason	\$7.99
WB Mason	\$95.16
Northeast Office Systems	\$41.00
Sanborn	\$41,204.21
Patriot Properties	\$14,688.00
MAAO	\$350.00
Worcester Registry of Deeds	\$10.00
Rebecca Alger reimbursement	\$130.00



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The preliminary values for 2019 are done. Jennifer is waiting for reports, forms of list, income and expense forms and inspection sheets to be returned from Patriot Properties for final review and information will be provided at a future meeting.

The Board reviewed a memo from the Department of Revenue regarding the new requirement that the majority of the Board digitally sign the LA5 and recap sheets. Login information has already been obtained for the Board members.

The Board signed a congratulatory letter to Joanne Dillon for completion of course 101 and the classification training workshop.

Jennifer inquired if there were any stipends for staff accomplishments. Any incentives would need to be negotiated and made part of the local bargaining unit.

Reimbursement was approved for work boots for the Data Lister. The Town Accountant is working on a more uniform system for town departments relative to uniforms and budgeting.

The map digitizing project contracted with Sanborn is complete. Applied Geographics has uploaded and grouped the data for the Town to review. CAD files have been provided to the Town Engineer. Once the review is complete the data will be placed on the GIS website for public use. When it is available a memo will be sent to the Board of Selectmen and Town Administrator announcing the new data availability.

Jennifer attended a meeting with Town Counsel, Finance Director, Tax Collector and Treasurer to discuss outstanding receivables and the management letter. Most of the outstanding taxes are owner unknown parcels or probate related issues. Jen identified properties with no title references which need to be researched. Title searches have been requested for ten properties and have not been completed to date. Title work is the primary work to be done to resolve these issues.

The Task Force has been meeting monthly. A secondary meeting was called with the Data Lister, Building Commissioner, Health Agent, Town Counsel and Town Administrator. It was decided that an article will be placed on the warrant changing the occupancy oversight and enforcement from Board of Health to the Building Commissioner.

Jen met with Fafard representatives regarding the Amazon delivery trucks at 196 East Main Street and talked with the leasing company for the vehicles to ensure the place of garaging is changed to Milford for excise tax in 2019.



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Jennifer verified with the Finance Director that the former Assessor did not receive a stipend for being the Meeting Secretary to the Board of Assessors. Zach speculated it might be because of conflict of interest law. Joshua would like to know what the difference is between other employees getting a stipend and the Assessor/Administrator getting one. Jen will inquire.

There is a stipend for multiple department heads for achieving certification. The local statutes must be accepted a Town Meeting. Currently the Tax Collector and Treasurer local options have been accepted.

SET MEETING DATES

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

A motion was made by Joe Arcudi 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, and seconded by Joshua Lioce. The Board will not return to open session. By roll call, Joe Arcudi – Yes, Joshua Lioce – Yes, Joe Niro – Yes.

Respectfully submitted,

Jennifer Sclar, Clerk

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