



JENNIFER M. SCLAR, MAA
ASSESSOR/ADMINISTRATOR

TOWN OF MILFORD BOARD OF ASSESSORS

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MINUTES OF REGULAR SESSION - MAY 13, 2021

Room 14 – Town Hall

10:00 a.m.

Present:

Joe Arcudi
Joshua Lioce
Jeffrey Niro
Jennifer Sclar, Assessor/Administrator

Pursuant to Governor Baker's March 12, 2020 order suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec 18, this meeting is being conducted via remote participation.

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

NEW BUSINESS

A motion was made by Mr. Lioce to accept the minutes of the April 5, 2021 meeting and seconded by Mr. Arcudi. By roll call, Joshua Lioce – Yes, Joe Arcudi – Yes, Jeffrey Niro - abstained. The motion passed.

A motion was made by Mr. Lioce to accept the minutes of the March 8, 2021 meeting and seconded by Mr. Arcudi. By roll call, Joshua Lioce – Yes, Joe Arcudi – Yes, Jeffrey Niro - abstained. The motion passed.

Joshua Lioce nominated Joe Arcudi as Chair of the Board, Jeffrey Niro seconded the motion. Joe Arcudi accepted the nomination. By roll call, Joshua Lioce – Yes, Jeffrey Niro – Yes. The motion passed unanimously.

The Board reviewed departmental bills for fiscal year 2021 as follows:

Rebecca Alger	\$86.71
Rebecca Alger	\$103.32
Henry Webster	\$28.57
Registry of Deeds	\$12.00
Registry of Deeds	\$2.00
Conway Technologies	\$57.62
Conway Technologies	\$57.62
WB Mason	\$22.28
WB Mason	\$3.78
WB Mason	\$72.12



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Ms. Sclar asked the Board if they preferred to continue meeting in person or if remote options were preferred. The Board agreed that in person meetings would be best but we could utilize Zoom meetings if the need arises while covid restrictions are in place.

Mr. Arcudi asked if Ms. Sclar knew when the Town Hall would be opening full time. She told the Board the Town issues guidance based on the Board of Health's recommendations. No new information is available.

Ms. Sclar informed the Board that she would be including a list of exhibits in the meeting minutes and provided an example of what that will look like.

The Board updated Mr. Niro on the budget changes this year, moving conference funds to a different budget line and adding \$8,000 for utility valuation which should generate an estimated \$400,000 in tax revenue. Mr. Lioce suggested next year we review the budget in more detail before submission and Board members be present for the sub-committee meetings. Mr. Lioce also asked Ms. Sclar to send a copy of the current budget to Mr. Niro.

The Board discussed staff evaluations. Ms. Sclar provided a few example evaluation forms provided by Human Resources. Mr. Lioce said he uses something very similar to the qualitative review form and felt that it was more appropriate for the departments use. Mr. Niro and Mr. Arcudi agreed. Mr. Arcudi suggested reviews be done by all employees. Mr. Niro said he has experience with mid-year and annual review processes. Mr. Niro asked to Ms. Sclar to find out who else in the union is evaluated and that the union does not object to them to ensure consistency. The Board requested copies of the union contract.

The Board discussed how evaluations should be tied to the mission, vision and goals of the department. Ms. Sclar provided the Board with suggested mission and vision statements and a list of goals to review. Ms. Sclar explained the main functions of the department are required by law but public service should be incorporated. The Board will review these suggestions for their next meeting. Mr. Lioce suggested the Board consider a social media presence for information sharing and department updates. Ms. Sclar will see what departments have Facebook pages and what guidelines or authorization from the Town is required. After review, this could be included as a departmental goal.

The Board discussed the status of the town classification and compensation study. It has been a number of years since the last study. Human Resources and the Personnel Board have an article on the warrant for May Town Meeting to seek funding for a new plan, but it is not supported in the report by the Finance Committee pending additional information. The Assessors want to approach the Personnel Board to consider re-classification of the Assessor/Administrator position. Mr. Arcudi also expressed his desire for the Assistant position to be removed from the union. It was agreed to address the Assessor/Administrator position first then the Assistant. Mr. Arcudi also mentioned the certificate program that Ms.



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Sclar is completing. A list of comparable communities and comparable positions will be compiled. Mr. Niro suggested that qualifications and certifications should be considered as well as looking for similar job descriptions. Ms. Sclar will present information at the next meeting.

The Board of Assessors reviewed the surplus overlay balances, outstanding tax receivables and potential ATB liability. Excess overlay is \$1,280,494 and potential ATB liability is under \$200,000. A motion to release overlay totaling \$550,000 was made by Joshua Lioce and seconded by Joe Arcudi. By roll call, Joshua Lioce – Yes, Jeff Niro – Yes, Joe Arcudi – Yes. The motion passed unanimously.

Ms. Sclar showed the Board a sample of a new GIS dashboard provided by Applied Geographics Inc. which would allow the public and departments to utilize an advanced search function, which would be especially helpful during the abatement process. The dashboard is customizable. The Town has been offered this product at a reduced price of \$1,500.00 since Ms. Sclar helped in its development.

Ms. Sclar informed the Board that Patriot has a new version of their software. The current software is SQL based and has had a number of compatibility issues with Windows updates. The new software is Windows based and most importantly has a mobile feature for use by inspectors in the field. Mr. Lioce and Mr. Niro both asked when the Patriot contract expires. Mr. Niro suggested we pursue this upgrade when and if a new contract gets awarded to Patriot. Mr. Lioce asked if the office could manage until that time. Ms. Sclar stated yes.

Ms. Sclar informed the Board that she was looking into obtaining access to the Registry of Motor Vehicles ATLAS program. As a business partner the office would be able to make place of garaging changes, recommit bills, and run registrations status inquiries. There is no cost for this access and it would provide a convenience to the public. Ms. Sclar will get more information and report back to the Board.

Ms. Sclar informed the Board she will attend performance management and supervisor training on May 27, 2021 provided through Human Resources. Mr. Arcudi expressed his interest in the training. Ms. Sclar will put him on the schedule.

The Board signed the form for a new signature stamp.

Ms. Sclar informed the Town Administrator that Mr. Arcudi and Mr. Niro attended board member training on May 12, 2021.

Ms. Sclar reviewed the town meeting warrants with the Board. Ms. Sclar stated articles 9 and 10 regarding the Geriatric Authority articles were not related to the PILOT legislation affecting the Assessors' Office. Articles 11 and 21 are to transfer several town owned parcels to the control of the Conservation Commission. Article 11 misstated the tax dollars if this parcel were



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to be taxable, and article 14 is the salary and wage schedule if the Board wanted to review the current structure.

SET MEETING DATES

The next Board Meeting is scheduled for Tuesday June 15, 2021 at 10 a.m.

ADJOURNMENT

A motion was made by Joshua Lioce at 11:55 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 Jeff Niro. By roll call, Joshua Lioce – Yes, Jeff Niro – Yes, Joe Arcudi – Yes. The motion passed unanimously.

Respectfully submitted,

Jennifer Sclar, Clerk

BOARD OF ASSESSORS

Exhibits:

Draft minutes 3/8/2021 and 4/5/2021

FY2021 department bills - 4/5/2021, 4/20/2021, 5/3/2021, 5/10/2021

Sample evaluation forms from HR

Draft mission and vision statements, with draft goals

Overlay memo from the Finance Director dated 4/15/2021

Draft GIS dashboard

Finance Committee Report for 5/24/2021 Town Meeting