



JENNIFER M. SCLAR, MAA
ASSESSOR/ADMINISTRATOR

TOWN OF MILFORD BOARD OF ASSESSORS

52 MAIN STREET
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JOSEPH F. ARCUDI

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MINUTES OF REGULAR SESSION – JUNE 15, 2021

Room 14 – Town Hall

10:00 a.m.

Present:

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

This meeting was scheduled as an in-person only meeting at Town Hall because the Covid protocols for remote meeting attendance/participation ended on June 15, 2021.

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

NEW BUSINESS

Ms. Sclar informed the Board that social distancing and mask wearing was still recommended but the meeting would be conducted as a normal in-person meeting.

A motion was made by Mr. Lioce to accept the minutes of the May 13, 2021 meeting as amended and seconded by Mr. Niro. The motion passed unanimously.

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

Rebecca Alger	\$102.76
Jennifer Sclar	\$80.00
Registry of Deeds	\$16.00
Conway Technologies	\$57.62
WB Mason	\$45.98
WB Mason	\$59.99
WB Mason	\$299.65
WB Mason	\$19.28
MAAO	\$640.00
MAAO	\$210.00
MAAO	\$160.00
Northeast Stamp	\$56.95
CoStar	\$4,817.45
Patriot Properties	\$9,588.00
Amazon	\$166.95



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Ms. Sclar informed the Board that she will attend the MAAO summer school next week including demonstrations of the RMV Atlas database and the new version of Patriot Properties' software.

Ms. Sclar informed the Board she is working with the Building Commissioner to update the owner information in their Municipality database. The initial update was provided and she is working with Patriot to develop a script that will update owners nightly.

Ms. Sclar sent a letter to Human Resources and the Town Administrator to request a translation stipend for John Fernandez. Over the last year he has received an extraordinary number of requests and is not receiving a stipend, but others do. The response was to utilize the two positions that are receiving stipends for future translation services.

The Assessors have periodic information that would benefit the public if posted online. Ms. Sclar informed the Board that few departments have dedicated Facebook pages. Ms. Sclar suggested the use of the Town's main Facebook account or these posts, instead of having another department the public needs to follow. Ms. Sclar will find out who is in charge of posting, if comments are allowed on that page, and if so, who is monitoring that content.

The Board discussed the purchase of the Water Company. Mr. Arcudi asked if any public informational meetings were scheduled. It was unclear if any were or are to be scheduled. Ms. Sclar informed the Board she worked with Special Counsel Moody and the Finance Director to provide information on PILOTS as well as Milford and Hopkinton Water Company property assessments and taxes.

The Board reviewed sample mission statements and statements online. Ms. Sclar was directed to prepare a draft mission statement for the next meeting. Ms. Sclar will also prepare a list of short- and long-term goals with action items. Once the Board adopts the mission statement and develops goals, a performance evaluation process can be developed. Mr. Niro also requested a schedule of the annual tasks for the Department.

Ms. Sclar informed the Board that the Town intends to begin reviewing job descriptions in the next several weeks as part of their classification and wage study. Ms. Sclar will start compiling a list of communities comparable to the Town and to the specific Assessor/Administrator position.

Ms. Sclar informed the Board that she has started researching 9 properties where the ownership is unknown and 39 properties that require probate research to identify the heirs of deceased owners.

SET MEETING DATES

The next Board Meeting is scheduled for Tuesday July 13, 2021 at 10 a.m.



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ADJOURNMENT

A motion was made by Joshua Lioce at 11:50 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 5/13/2021

FY2021 department bills – 6/2/2021, 6/14/2021

Draft mission and vision statements, with draft goals

Mask wearing and contract tracing memo from Rick Villani dated 5/27/2021

Translation stipends email to HR & Rick Villani dated 6/3/2021

Translation stipends email response from HR dated 6/8/2021

List of owner unknown and heirs of properties