



MINUTES OF THE BOARD OF ASSESSORS

59 COURT STREET
CITY HALL – ASSESSORS OFFICE, ROOM 111
WESTFIELD, MA 01085
SEPTEMBER 13, 2023 AT 5:00PM

RECEIVED

OCT 16 2023

WESTFIELD CITY CLERK

In Attendance: Grace Sullivan (Chair), Diane Snow & Ashlie Brown (City Assessor)
Absent: Timothy Reynolds

The meeting was called to order in the Assessor's Office, 59 Court St, Westfield, MA at **5:10pm** by Chair Sullivan.

VOTED: Minutes for the June 14, 2023 were ACCEPTED

Public Participation: None

Bills Payable: Invoices for Assessors Office bills were signed by Sullivan & Brown

Old Business: None

New Business:

VOTED: August monthly abatement/commitment reports

VOTED: Ch. 61A Tax Lien: 41R-28-1 (0 Pochassic Rd)

VOTED: Ch. 61 change to 61A: 8R-4 (0 Pontoosic Rd)

VOTED: Forest Land recertification: 66R-23 (0 Montgomery Rd)

VOTED: Forest Land recertification: 8R-4 (0 Pontoosic Rd)

City Assessor Report: Office staff will participate in City procedure and management training when offered. Ruffo & Gage will be attending the Clerk's Meeting (9/28) on 3ABCs & Exemptions. Brown will be attending the Municipal Law Seminar (9/28) for Charitable/Religious Exemptions & Assessing Administration recurring issues. Frangie will be attending HHCAA Fall Seminar (10/5) on Field Inspection protocols. Brown is currently working on FY24 values, end of year reports and Classification materials. Mobile Assessor has been up and running for a few months and has increased workflow. A field inspection plan has been put in place and is being executed by all three (3) Assessors daily. Brown informed the BOA there have been five (5) ATB cases filed for FY23. One (1) was withdrawn so as of 9/13/2023 there is four (4) open cases.

At **5:30pm** upon motion from Snow and seconded by Sullivan, it was VOTED: to enter Executive Session.

Approved on:

10.11.23

Grace Sullivan
Grace Sullivan, Chair

Diane Snow
Diane Snow

Timothy Reynolds
Timothy Reynolds