



Meeting - Melrose Board of Assessors

Ground Floor Conference Room - City Hall

August 17, 2021

Call to Order

Ms. MacLellan [Interim Chief Assessor/Chair] called the meeting of the Board to order at approximately 2:30p.

Attendees

S. MacLellan, C. Gulino, L. Phalen

Public Participation

No members of the public being present, the Chair closed public comment.

Approval of Minutes

The minutes of the Board of Assessor's meeting held remotely on June 1, 2021 were approved by those present.

Office Activity Update

An Assistant Assessor has been hired with a starting date of August 30, 2021.

FY2022 Certification

FY 2022 is a Revaluation Year for the City. Patriot Properties is assisting with some of the many tasks that are required for the submission of data/forms required by the Dept. of Revenue [DOR] for approval/re-certification. Sarah set out a time-line for the completion of the work for Recertification by the DOR and for the City Council Classification Hearing in November.

New Business

- Discussed DOR rules regarding when and how Board members must sign certain documents.
- The members discussed new ways to make communication and information more efficient.

Executive Session

The Board voted to enter Executive Session at 3:21p in order to discuss outstanding cases at the Appellate Tax Board. A motion was made to end the session at 4:12p.

Next Meeting

It was agreed that the next scheduled meeting of the Board would be held at City Hall on September 21, 2021 at 2:15p.

Adjournment

A motion was made to adjourn the meeting, which passed unanimously.