



Meeting - Melrose Board of Assessors

Ground Floor Conference Room - City Hall

September 21, 2021

Call to Order

Ms. MacLellan [Chief Assessor/Chair] called the meeting of the Board to order at approximately 2:15p.

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 at City Hall on August 17, 2021 were approved by those present.

Office Activity Update

- The Assistant Assessor Tristan Hoare was introduced to the Board members.
- Gateway administrative signatures for the Dept. of Revenue are still a topic for discussion/implementation.
- Victor Santaniello, the Wakefield assessor, has been engaged to provide consulting services for the department to facilitate the transition of Ms. MacLellan who has been officially promoted to Chief Assessor by the City Council.

FY2022 Certification

All facets of the FY 2022 Revaluation / Certification of values by the Dept. of Revenue [DOR] is moving forward with assistance from Patriot Properties.

New Business

- The Board members continue to discuss ways to make communication and the flow of information more efficient.
- Sarah will be taking a course on inclusion provided by the IAAO.

Executive Session

The Board voted to enter Executive Session at 3:00p in order to discuss outstanding cases at the Appellate Tax Board. A motion was made to end the session at 4:15p.

Next Meeting

It was agreed that the next scheduled meeting of the Board would be held at City Hall on October 18, 2021 at 2:15p.

Adjournment

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