



**BOARD OF ASSESSORS
TOWN OF HALIFAX
499 Plymouth Street, Halifax, MA 02338
TEL: 781-293-5960 FAX: 781-294-7684**

MINUTES

MEETING OF JULY 2, 2013, 6:45 PM

ATTENDANCE: Meeting called to order at 6:45 PM. John Shiovone, Tom Millias and Suzan Duggan present.

1. APPROVE MINUTES OF MEETING OF JUNE 18, 2013

Motion by Tom Millias, Second John Shiovone to approve minutes of June 18, 2013 as read. Vote unanimous.

2. REPORT ON FY REVALUATION UPDATE STATUS

Sue Duggan met with DOR certification representative Grace Sandell and appraisal consultant Paul Kapinos on July 2nd to review the new residential values. They will return on July 3rd to review the Commercial & Industrial values. Values will then be submitted to the DOR for preliminary certification. Once preliminary certification is received, the values will be available to the public at the Assessors' office, Library and on line on the town website.

3. MEET WITH WAGE & PERSONNEL AT 7:00 PM REGARDING JOB DESCRIPTION RECLASSIFICATION

The Board convened at 7:00 PM to attend the W & P meeting to discuss the reclassification of the Secretary 2 position to Administrative Assistant. Charlie Seelig attended the meeting to provide clarification of the new W & P guidelines approved at ATM on May 13, 2013. It was the opinion of this Board, the Principal Assessor, Charlie Seelig and Town Accountant, Sandra Nolan, that this was a reclassification of an existing position, not a new position, and therefore did not require posting as an available position.

BOA member Tom Millias pointed out that advertising this position as a "new" and "open" position would be misleading and a waste of the town's money.

After much discussion, W & P voted to meet once again to review the posting issue. Although W & P had agreed at their previous meeting on June 18th that this position as reclassified should be a Grade 6, W & P Chair, John Grace, now wants to revisit that grade assignment. W & P will meet again on August 6th and will notify the BOA of their decision in writing.

4. TAKE ANY OTHER ACTION NOT ANTICIPATED BY THE BOARD 48 HOURS PRIOR TO THE MEETING

Vote to request authorization to issue preliminary tax billing notices if needed. Motion by Tom Millias, Second John Shiovone to vote to request this authorization. Sue Duggan explained to the Board that this vote must be taken prior to August 15th.

Since the next meeting may not be before August 15th, the Board should vote this tonight. Vote unanimous.

5. NEXT MEETING DATE: None scheduled as yet.

6. MEETING ADJOURNED

Motion by Tom Millias, Second John Shiovone to adjourn. Vote unanimous. Meeting adjourned at 8:10 PM.

MINUTES ACCEPTED ON: _____

8/13/2013

BY: _____

Thomas Millias
John M. Edin