



**BOARD OF ASSESSORS
TOWN OF HALIFAX**

499 Plymouth Street, Halifax, MA 02338

TEL: 781-293-5960

FAX: 781-294-7684

MINUTES

MEETING OF JUNE 18, 2013, 6:30 PM

ATTENDANCE: Meeting called to order at 6:30 PM. John Shiovone, Tom Millias and Suzan Duggan present.

1. APPROVE MINUTES OF MEETING OF MAY 13, 2013

Motion by John Shiovone, Second Tom Millias to approve minutes of May 13, 2013 as read. Vote unanimous.

2. REORGANIZE BOARD/REAPPOINT PRINCIPAL ASSESSOR

Motion by Tom Millias, Second John Shiovone to nominate John Shiovone as Chairman of Board. Holly Merry as Clerk and Tom Millias as member.

Vote unanimous.

Motion by Tom Millias, Second John Shiovone to reappoint Suzan Duggan as Principal Assessor/Appraiser for a term of one year beginning July 1, 2013 and ending June 30, 2014. Vote unanimous.

3. REPORT ON FY'14 NEW GROWTH

Sue Duggan reported that New Growth for FY'14 is still estimated to be \$100,000.

4. UPDATE ON PILOT AGREEMENT FOR SIGNATURE

Sue Duggan reported that since notifying the developers, Independence Solar, LLC of Town Meeting ratification of the Pilot Agreement, there has been no further contact.

5. REPORT ON FY'14 REVALUATION UPDATE STATUS

Sue Duggan reported that preliminary certification by the DOR scheduled for June 17th, 19th & 20th has been rescheduled for July 1st, 2nd & 3rd due to a backlog of towns scheduled ahead of Halifax.

6. DISCUSS ESTABLISHING A CLAUSE 18 HARDSHIP POLICY

Sue Duggan advised the Board that it needs to have in place a set of criteria to be followed in determining eligibility for the Clause 18 hardship. Sue Duggan will provide the Board with information regarding the processing of applications.

7. REPORT ON STATE-OWNED LAND VALUATION/REIMBURSEMENT

The DOR has notified the Assessors of the new assessments for State-Owned Reimbursable Land. Valuations have decreased 12.3% state wide. These new valuations will be on the Fiscal 2015 Cherry Sheets.

8. DISCUSS PERFORMANCE EVALUATIONS & CHANGE IN JOB DESCRIPTION FOR SECRETARY I

Sue Duggan completed employee performance evaluations and submitted the summary sheet to Wage & Personnel and a complete evaluation in sealed envelopes for the Treasurer's files on May 21, 2013.

Since the job description for the Secretary I position Grade 4 now includes additional responsibilities, Sue Duggan has reclassified the position as an Administrative Assistant Grade 6. Sue Duggan, Tom Millias & John Shiovone will meet with the Wage & Personnel Board at 7:00 pm to discuss.

9. MEET WITH WAGE & PERSONNEL AT 7 PM REGARDING JOB DESCRIPTION

Wage & Personnel agreed the job description submitted warranted a Grade 6 Classification. Member John Grace questioned, however, whether this was a reclassification of an existing position or a new position. Sue Duggan and Sandra Nolan agreed it was a reclassification of an existing position. Maureen Rogers & John Grace will meet with Charlie Seelig, Sandy Nolan & Sue Duggan to confirm definitions as revised in W & P Guidelines at ATM on 5/13/2013.

BOA reconvened its regular meeting at 8:10 PM.

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

None

11. NEXT MEETING DATE: Motion by Tom Millias, Second John Shiovone to meet on July 2, 2013, at 6:45 PM and 7:00 PM with the Wage & Personnel Board. Vote unanimous.

12. MEETING ADJOURNED: Motion by Tom Millias to adjourn. Second John Shiovone. Meeting adjourned at 8:20 PM.

MINUTES ACCEPTED ON: _____

7/2/2013

BY: _____

John Shiovone
Thomas Millias