

Board of Assessors Meeting

Assessors' Office, Upstairs, Town Hall, 39 South Street, Hinsdale, MA 01235

Tuesday, April 18 | 3:00pm

Minutes

Attendance: Vivian Mason (Chair), Laura Galliher (Member), Robert Cimini (Member), Christopher Cozzaglio (Associate Assessor)

Call to Order: 3:00PM

New Business

- Acceptance of minutes from meeting of April 4, 2023
 - Postponed to the meeting scheduled for May 2, 2023
- Discuss job description for FY24 administrative assistant position
 - Please see Attachment A-1 provided by Regional Resource Group (RRG)
 - Board will look over Administrative Responsibilities previously covered by RRG and discuss and decide the administrative duties of an Assessors' Clerk at the next meeting
- Discuss joint meeting with Water & Sewer admin. asst., Tax Collector/Treasurer and Assessor for clarity in procedures; possibility of having regular joint meetings
 - Chris will reach out to the Treasurer/Collector Department and the Water/Sewer Department to plan a meeting and report back to the Board on the results of this meeting.
 - These meetings will hopefully lead to quarterly meetings that will increase communications and a stronger inter-departmental structure.
- Set up individual times for assessors to access Vision software
 - Chris let the Board know that he set up a board login for the Board of Assessors in Vision the Town of Hinsdale's assessing software.
- Assessor Update
 - Chris presented the anticipated new growth to the Board of Assessors.
 - Please see Attachment A-2
- Business not anticipated how to update 48hr before meeting

Next regular meeting date: May 2 at 3

Adjourn

Robert Cimini Moves to Adjourn the meeting. Laura Galliher Seconds. 3-0-0 *Motion Passes.*

Meeting Adjourned at 3:55PM

Respectfully Submitted by: Christopher Cozzaglio, May 2, 2023

Attachment A-1

JOB DESCRIPTION

TOWN OF HINSDALE ADMINISTRATIVE ASSISTANT – ASSESSORS OFFICE

GENERAL STATEMENT OF DUTIES: The regular face of the Board of Assessors, this position is responsible for the Administrative well-functioning of the office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs a variety of diversified duties under the direction of the Board of Assessors, Regional Tax Assessor, Associate Regional Tax Assessor, and Town Manager.

The incumbent is responsible for:

- all aspects of motor vehicle and boat excise tax commitments, including the preparation of commitments and warrants, as well as, processing abatements associated with real estate, personal property, and the various excise bills;
- the administration of statutory exemptions;
- maintenance of real estate ownership records including the review and processing of deeds;
- processing of various reports including warrants, commitments, monthly accounting reports;
- maintaining accounting records relative to the Assessors' overlay account
- preparing abutters lists;
- providing phone, e-mail, and over-the-counter public assistance.
- providing general office and secretarial support by preparing meeting agendas and minutes, and processing bills for payment.
- attending Board of Assessors meetings and taking minutes.

QUALIFICATIONS AND SKILLS:

Excellent organizational, clerical and communication skills.

Working knowledge of general office procedures, practices and equipment.

Knowledge in the use of the town's Computer Assisted Mass Appraisal (CAMA) system, Geographic Information System (GIS), and assessors' applications tying into the town's accounting system.

Working knowledge of personal computers and general software applications including Microsoft Word, and Excel.

Attachment A-1

- Clarification of Town Admin/Assistant Duties -

When the TOWN hires and staffs its own Administrative Assessing Assistant to serve as the regular face of the office to engage with property owners and the general public, the duties assumed by this town employee will include:

- Respond to public requests for assessment information;
- Handle all administrative tasks relative to the Motor Vehicle Excise Tax including the coordination and processing of bill files and abatements, the monthly reporting of abatements; and public inquires.
- Handle all administrative tasks relative to Statutory Tax Exemptions for the elderly and veterans;
- Prepare annual mailings including Forms of List, Income and Expense Surveys, Statutory Exemption forms, and Chapter Applications;
- Prepare reports for the Board of Assessors meetings;
- Prepare and post BOA meeting agendas;
- Take and prepare BOA meeting minutes;
- Prepare the BOA's annual report submission;
- Prepare abatement decision response letters;
- Update town website with new assessment information;
- Prepare all tax warrants and commitments;
- Process Assessors Office invoices for payment;
- Handle any other work assignments as may be required by the Board of Assessors.

The town is responsible for handling all mailings including covering printing, postage and stuffing costs. Mailings may also include inspection notices, sales surveys, second home surveys or additional resident mailings unique to certification years.

The Administrative Assistant duties retained by RRG INC will generally include:

- Administer chapter lands by reviewing annual applications, preparing liens and releases, calculating penalty taxes, and advising the Board of Assessors, taxpayers, and attorneys on all such matters;
- Process recorded deeds by changing assessment records to reflect new ownership;
- Assist with recruitment, training, and mentoring of this above town position.

Attachment A-1

Ability to exercise independent judgment.

Able to deal effectively with people in a pleasant and courteous manner.

Ability to maintain confidentiality.

Ability to handle complex tasks, as well as, follow complex written or oral instructions.

Able to work under pressure (multi-task).

Knowledge of property tax law as it applies to the position.

EXPERIENCE AND TRAINING:

High school diploma or equivalent required. The incumbent will be expected to successfully complete within 3 months of hiring Department of Revenue Course 101, and MAAO course 200 within 2 years of employment.

PHYSICAL REQUIREMENTS:

Must be able to reach and lift records on top of files if needed.

WORKING CONDITIONS:

This is a part-time, non-benefitted position. Regular work week is approximately (12½ hours).

This position is a non-exempt position subject to federal and state wage laws. The incumbent is eligible to be paid at the rate of time and one half (i.e., one and one half times) the regular rate of pay for all hours worked beyond 40 hours in a workweek.

The list of essential job functions or duties and qualifications and skills listed above is not exhaustive and may be supplemented at any time.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Attachment A-1

*Ad for Admin
Asst*

Town of Hinsdale, MA
Administrative Assessor

The Town of Hinsdale Board of Assessors is seeking a reliable and enthusiastic individual to provide taxpayer assistance and handle the administrative operations for the Assessor's Offices at Town Hall Office. Responsibilities include preparing tax commitments and billing files, processing statutory exemptions and motor vehicle excise abatements, researching real estate transfers, entering building permits, handling department mailings, and maintaining assessment records. The Incumbent schedules and takes minutes for board meetings, and regularly interfaces with and responds to special requests from other town departments. Public inquiries will be in person & via phone/email. You will be working with our Associate Regional Tax Assessor.

The position requires excellent interpersonal skills; the ability to communicate effectively, both verbally and in writing; and prior office experience including math and computer proficiency. You must have strong organizational skills. Comprehensive training will be provided. You must have a reliable vehicle and a clean driving record?

The work schedule is 8:00 am – 12:00 pm, Mondays, Tuesdays and Thursdays (12 hrs/week).

Anticipated hiring range is \$18 - \$22 per hour depending on prior municipal and/or office experience. For the seasoned Assessment Administrator and adjustments to the office calendar may be negotiated.

Resumes should be sent to _____

Application Deadline: Open Until Filled

Date of Job Posting: March 1, 2023

Attachment A-2

Town of Hinsdale Board of Assessors New Growth Estimation

Fiscal Year	New Growth Valuation					Total	Tax Levy	Tax Rate	New Growth Dollars	% of Levy
	Residential	Commercial/Industrial	Personal Property							
2014	1,879,800	230,500	786,023			3,194,923	3,742,034	12.77	39,042	0.84%
2015	1,103,501	525,500	2,030,854			3,659,855	3,556,546	11.82	46,737	0.90%
2016	893,900	75,200	2,166,194			3,135,294	3,953,321	13.40	37,309	0.89%
2017	1,129,900	205,900	664,021			1,999,821	4,173,664	14.09	26,798	0.89%
2018	1,341,300	1,724,700	2,588,157			5,654,157	4,171,696	13.95	79,667	0.88%
2019	1,387,900	37,400	2,131,261			3,556,561	4,084,177	13.19	49,614	0.88%
2020	2,019,100	0.00	5,506,755			7,525,855	4,085,654	13.21	99,266	0.87%
2021	1,360,086	0	4,483,580			5,843,666	4,520,306	14.33	77,195	0.86%
2022	2,395,571	0	407,549			2,803,220	4,621,578	13.66	40,171	0.87%
2023	1,377,800	2,069,000	6,220,281			9,667,081	4,879,541	13.49	132,053	0.86%
5 Yr Averages	8,540,457	2,106,400	18,749,426			29,396,383				
10 Yr Averages	14,888,858	4,868,200	26,984,675			47,040,433				0.87%

Fiscal Year 2023 Levy
Prop 2.5 Adjustment

4,879,541
5,001,530

Projected Fiscal Year 2024 Growth

Projected Growth as Percentage of Levy
5 Yr Average of Growth Value/Tax Rate
5 Yr Average of Growth Dollars
10 Yr Average of Growth Value/Tax Rate
10 Yr Average of Growth Dollars

\$35,511
\$396,557
\$79,660
\$634,757
\$62,785

Current Permit Info
Outbuildings

Estimates
\$94,200