

**Sterling Board of Assessors**  
**Room 109, Butterick Municipal Building, 1 Park St., Sterling MA 01564**  
**Minutes of Meeting January 7, 2019**

**Present:** Donlin Murray (Don), Chairman  
Richard Sheppard (Dick), Clerk  
Robert Cutler (Bob) Member  
David Manzello (David) Regional Assessor  
Debbie Dreyer (Debbie) Assistant to the Assessor

**Meeting Opened at 8:30am**

**Roll Call-** Sheppard present, Murray present - along with David & Debbie. Bob Cutler expected to arrive.

**Approval of Agenda - MOTION:** Dick made a motion to approve the agenda, 2<sup>nd</sup> by Don, all in favor, aye.

**Payroll, Payables, any abatements, warrants signed.**

**NEW BUSINESS:**

**Approve previous meeting's minutes -MOTION:** Dick made a motion to approve the 12/17/2018 meeting minutes, 2<sup>nd</sup> by Don, all in favor aye.

**Statutory Exemption list approved & signed. MOTION:** Dick made a motion to approve & sign the Statutory Exemption list, 2<sup>nd</sup> by Don.

**Discuss employee performance review:** The evaluation form supplied by the Town was used for this evaluation. The Board checked 8 out of 15 requirements as Highly Satisfactory, 5 out of 15 as Satisfactory & 1 out of 15 as Meets Expectations with a total performance rating of 93.5%. Goals for next year were discussed – they're not so much goals, rather continuation of work done, always looking to improve if possible. The Board will submit their review to the Board of Selectmen.

**Review Budget:** The FY20 Budget Worksheet reflects a 0% change for the Assessors' Stipend, a 1.97% increase in the Assessors' Wages which includes property lister wages, a 10.90% increase in the Assessors' Expenses which encompasses RRG's yearly contract, supplies & this year the Vision contract (\$6,015) was moved from the IT's budget to the Assessors' budget. A large percent (8%) of the approximate 11% increase for expenses is for a forced budgetary change; subtracting the normal 8% change leaves us with a 3% increase which the Board feels comfortable with. Don will present our budget to the finance committee.

David said Vision is moving to their Vision 8 platform within 2 years & they're charging on average \$15,000 to convert. The state puts out IT grants that some towns have received to cover their conversion. We should look into that possibility.

Since we no longer do the web hosting of property record cards with CAI, there are two pieces of software available for \$100 that we can use to mass print all the property record cards to a pdf format that we can link them to the GIS – our full property record cards would then be available to the public for viewing. It's a one-time fee for the

software & the assessor would do an update once a year in January. If it was done through Vision the cost would be \$2,300.00. **MOTION:** Dick made a motion to approve \$100 to purchase the software, 2<sup>nd</sup> by Bob, all in favor aye.

**Chapter Review:** The Board would like a list of properties that have been removed from Chapter & the dates they were removed. – we will be working on that.

**(RRG) Update:**

We're just starting our abatement season –we have one application so far. Abatements are due February 1<sup>st</sup>, but since Friday is a half day we'll extend the deadline to Monday February 4<sup>th</sup>.

Future agenda items: Chapter List of removed properties, abatements, data upload to CAI. Next mtg 2/11/2019 @ 8:30am. Dick made a motion to adjourn the meeting @9:32am, 2<sup>nd</sup> by Don, all in favor aye.

*Respectfully submitted by Debbie Dreyer Assistant to the Assessor*