



**Town of West Tisbury**  
BOARD OF ASSESSORS  
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## Open Session Meeting Minutes

Board of Assessors February 21, 2023

Members Present: Michael Colaneri (Chair), Maria McFarland, Lawrence Schubert

Members Absent: none

Also Present: MacGregor Anderson (Principal Assessor)

The meeting convened at 4:30 P.M.

All votes were roll call votes due to the remote nature of the meeting.

**1) Minutes – 1/2/23, 1/17/23, 2/7/23**

Mr. Anderson said he did not have any new minutes prepared

**2) Abutters Lists**

The Board voted to certify the abutters lists: Colaneri yes, McFarland yes, Schubert yes

**3) CAI 12 month contract for GIS services**

Mr. Anderson said the annual fee has risen from \$1950 to \$2100 but that it was in line with the market and felt CAI provided good service. Mr. Colaneri agreed.

Mr. Anderson said he would be submitting the GIS services contract to the Town Administrator as recommended by the Town Accountant. Ms. McFarland agreed that the Town Administrator had to approve all contracts. The Board voted to approve the new contract subject to approval by the Town Administrator: Colaneri yes, McFarland yes, Schubert yes

**4) Nearmap 12 month contract for services**

Mr. Anderson said the 12 month fee for the Nearmap program had risen to \$6480 from \$6180 but said the service was invaluable in his work. The Board voted for approval of the new contract subject to approval by the Town Administrator: Colaneri yes, McFarland yes, Schubert yes

**5) Corelogic 12 month contract for services**

Ms. McFarland pointed out that this was a subscription renewal and didn't need to go to the Town Administrator. The Board voted for approval of the one-year subscription for \$482.95 up from \$477.95: Colaneri yes, McFarland yes, Schubert yes

**6) Principal Assessor Weekly Hours Request Temporary Permission for 40 hours and Additional Comp Time as Needed through end of fiscal year**

Mr. Anderson reminded the Board that during the Fall he'd had permission to work up to 40 hours and use comp time beyond that while preparing for the recertification. He asked if they would consider allowing this again. He noted a solid balance in the personnel budget that would allow this.

Ms. McFarland said she felt the budget was for 37.5 but given the difficulties of the year she thought it would be okay to go over that. However, she reiterated a point she'd made before, that she preferred overtime to be documented as such. She said overtime provides insight to the Board and Town on whether staffing levels might need to be increased.

Ms. McFarland suggested reevaluating after the abatement deadline of May 1<sup>st</sup>.

Ms. McFarland then asked that Mr. Anderson consider using DocuSign to have Mr. Colaneri or Mr. Schubert sign payroll going forward. She felt as a Town employee it would make sense to have one of them take over that task. Mr. Colaneri agreed to take that on.

**7) Principal Assessor annual review**

Mr. Colaneri said he'd complete the review paperwork and then sit down with Mr. Anderson so they could discuss and Mr. Anderson could provide written feedback. Mr. Anderson coordinated timing with Ms. McFarland who is Assistant to the Personnel Board so that they could prepare for his anniversary date of March 7<sup>th</sup>.

**8) Recertification Update including discussions of community outreach**

Mr. Anderson said everything was going smoothly in the disclosure process, which would close in two days. He expected certification from the Bureau of Local Accounts by the following Monday.

Mr. Anderson discussed some reductions in value to three exempt properties and asked if the Board wanted to meet to review them, or if they would allow him to make the changes independently.

Mr. Colaneri emphasized how important it was to have accurate values for exempt properties so the Town understood what was not taxed. Mr. Anderson said he made these changes to accomplish that. The Board granted Mr. Anderson authority to make changes to the LA10 as needed.

Mr. Colaneri spoke about challenges in affordable housing covenants and assessments in the past. Mr. Anderson said he reviewed every property and covenant the previous year and was confident his new spreadsheet tracking these properties resulted in accurate assessments that accounted for the multiple price restrictions in each covenant.

Mr. Anderson discussed community outreach and explained that once they had a set tax rate it would be much easier to discuss on a case by case basis. He said they were including inserts on the fourth quarter bills explaining the unusual billing cycle with all increases falling on that single bill.

Mr. Colaneri asked that the Select Board get some form of briefing going into the classification hearing. He said he felt the more communication with taxpayers and Town leaders the better.

Ms. McFarland asked what message Mr. Colaneri envisioned conveying to the Select Board.

Mr. Schubert suggested including this information in a packet ahead of the meeting. Mr. Anderson said he planned to do that, with information available on the Friday or Monday ahead of the Wednesday March 1<sup>st</sup> meeting.

Ms. McFarland summarized that Mr. Anderson would provide information to the Select Board ahead of the Classification Hearing and he would be available to answer questions at the hearing.

#### **Executive Session**

**Motion to enter into executive session and not return to open session under Chapter 30 A Section 21 (a) 3, 6 and 7 in order to discuss litigation (3), the valuation of property (6), and abatement and exemption applications deemed confidential under MGL CH 59 sec 60 (7)**

The Board voted to enter executive session and not return to open session: Colaneri yes, McFarland yes, Schubert yes

The meeting adjourned at 5:15pm

MacGregor Anderson, MAA

Principal Assessor

Approved:

5/30/23  
MA