



Town of West Tisbury
BOARD OF ASSESSORS
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April 16, 2024

Open Session Meeting Minutes

Members Present: Michael Colaneri (Chair) and Maria McFarland

Members Absent: Lawrence Schubert

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.

Minutes 4/2/24

The Board voted to approve the minutes: McFarland yes, Colaneri yes.

Abutters Lists

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

MV Excise Abatements 2024 - \$1,274.82

The Board voted to approve the abatements: McFarland yes, Colaneri yes.

Accounts Payable Approval Policy for Town Accountant

The Board discussed the approval options for Accounts Payable warrants to the accountant and decided to maintain the current practice of having the Chair approve payroll. The Board also decided to continue to have Maria McFarland approve all expenditures over \$500, while giving the Principal Assessor authority to approve payments up to \$500.

The Board noted that all contracts would continue to be reviewed and approved by the Board and the Town Administrator. Mr. Anderson said he would begin providing all Accounts Payable records at the Board meeting following approval by himself or Ms. McFarland.

Review of Part Time Administrative Assistant Job Advertisement

Mr. Anderson explained that Ms. McFarland, in her role as Board Administrator for the Personnel Board, had reviewed the job advertisement and determined it complied with Town policy. He pointed out that the advertisement had to match the requirements of the job description which had already been approved by the Personnel Board.

Ms. McFarland asked about how the office would be arranged to accommodate the new employee. Mr. Anderson said they would be reducing the space in his area, and putting the new hire in the same area as the data collector/assistant assessor.

Mr. Colaneri asked how flexible Mr. Anderson thought they could be for hours. Mr. Anderson said ideally, he'd like the assistant to work in the mornings since the data collector generally did inspections in the mornings. He said that would reduce any noise distractions. He said he would also consider being flexible on that if a candidate needed different hours. Mr. Colaneri said he felt it was important for the Town to be flexible when needed.

Ms. McFarland wanted to be clear in her understanding that this would be an in-office position and not work from home or hybrid. Mr. Anderson said the assistant would need to be based in the office, that he didn't see any work from home opportunities with the position. Mr. Colaneri said he understood and was not advocating for a work from home position, but he wanted the department to provide flexibility around hours if needed. Ms. McFarland agreed that with a part time position, some scheduling flexibility should be available. Mr. Anderson again agreed with the Board on this point.

The Board voted to approve the advertisement: McFarland yes, Colaneri yes.

Discussion of Upcoming Tax Policy Meeting with Select Board

Mr. Colaneri said he felt the focus of this joint meeting should be on encouraging the pre-qualification effort and not on advocating for adoption of the residential exemption. He said he felt it was important that the Board of Assessors be prepared for any decision the Select Board makes in the future and that would have required pre-qualification of applicants.

Mr. Colaneri asked Mr. Anderson if any of the Select Board members had reached out to him to go over the residential exemption one on one. Mr. Anderson said they had not.

Mr. Anderson said Mr. Colaneri had suggested he reach out to Boston to request a copy of the letter they sent PILOT candidates. Mr. Anderson said he'd reached out to Boston and received no response. He said he found plenty of material on the topic on Boston's website but nothing resembling a letter that could potential serve as a starting point for discussion in West Tisbury.

Mr. Anderson said he'd be distributing the meeting materials the Board had reviewed on April 2nd to the Select Board on the 17th and posting the joint meeting agenda for April 24th on the same day.

Executive Session

Motion to enter into executive session and not to return to open session under Chapter 30 A Section 21 (a) 3, 6 and 7

The Board will enter executive session in order to discuss litigation (3), the valuation of property (6), and applications deemed confidential under MGL CH 59 sec 60 (7)

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

FY24 Exemptions

The meeting adjourned at 5:00 pm

MacGregor Anderson, MAA
Principal Assessor

Approved: 5/7/24