



**Town of West Boylston**  
140 Worcester Street, West Boylston, Massachusetts 01583

## **Board of Assessors Meeting Minutes**

**Date / Time /  
Location of  
Meeting**

**November 15, 2018 6:30 PM 1st Floor Conference Room**

**Members  
Present**

**Jim Swalec , Bradford Dunn, Dennis Fitzpatrick, Diane Peterson**

**Members NOT  
Present**

**Myra Fortugno**

**Invited Guests**

**None**

**Welcome –  
Call to Order**

**Time: 6:30  
PM**

Signature on following documents:

- Minutes October 18, 2018 Meeting
- LA4 & LA13

**Tax Classification – December 5, 2018 – Notification to BOA**

JMK Update on ATB case. Hearing will be on 12/4/2018 – John Frank, RRG Commercial Appraiser, will represent West Boylston at Hearing. Mr. Frank will also be doing an interior inspection of property. Job Description – Administrator Assessor – The newly proposed job description is incomplete. Project has been put on hold. The plan is to have external review of job descriptions.

**Budgets are due on January 4, 2018 – To be reviewed on December 13, 2018**

**Capital Request – Conversion cost 7 SQL software – no capital request is needed. Will need to go to town meeting.**

**Bill Stuffer – BOA discussed the possibility of including an explanation of increased assessor values in the bills that are being distributed for January 1, 2019. After review and discussion, it was decided that the benefit did not outweigh the confusion. The BOA unanimously decided against a bill stuffer.**

**Administrative Assessor – Coming back from Medical Leave at the following:**

3 hours/day Week 1

4 hours/day Week 2

After that, she will be back at full schedule.

**41C article to lower age for June 2019 Town Meeting – Will be moved to Old Business**

**NEXT  
MEETING**

**November 15, 2018**

**MOTION TO  
ADJOURN**

**Motion**

**Jim Swalec**

**Originator**

**Motion**

**Dennis Fitzpatrick**

**Seconded**

**Time of**

**7:20 PM**

**Adjournment**

**Signatures**

**Bradford  
Dunn  
Chairman**

**James Swalec  
Member**

**Dennis  
Fitzpatrick  
Member**

**Date Signed**