

**Minutes**  
**Town of Montague Assessors' Department**  
1 Avenue A (2<sup>nd</sup> Floor), Turners Falls, MA  
March 4, 2013

Members Present: Paul Emery, Betty Waidlich  
Staff Present: Barbara Miller, Director of Assessing  
Meeting convened 3:30 p.m.

Absent: Teresa Miner

- Approved Minutes of 02/25/2013  
Motion to approve made by Ms. Waidlich, second by Mr. Emery, vote unanimous
- Approved Executive Session Minutes of 02/25/2013  
Motion to approve made by Ms. Waidlich, second by Mr. Emery, vote unanimous

**SIGNATURES REQUIRED**

- Time sheet for Ms. Miller, week ending 03/02/2013 signed by Mr. Emery
- Motion made by Mr. Emery Chair, at 3:35 p.m. to convene in Executive Session under Purpose 7 “to comply with, or act under the authority of, any general law,” to comply with Chapter 59 Section 60 to discuss Personal Exemptions. Second by Ms. Waidlich. Vote unanimous. Chair announced that the board will return to open session.

Meeting reconvened to open session at 3:45 p.m.

- A request was received from Turbo Steam, 161 Industrial Blvd for an extension to file the 2014 Form of List.  
Motion to grant a 30 day extension made by Ms. Waidlich, second by Mr. Emery, vote unanimous

**UPDATES TO BOARD**

- Ms. Miller provided the board members with copies of the annual report of the BOA which has been submitted to Wendy Bogusz. This year the report includes a note regarding Mr. McIntosh’s retirement, Ms. St. Amand’s promotion to Assessing Technician and the hiring of Ms. Arruda for the Assessor Clerk position.
- Ms. Miller updated the board regarding the recent Solar Valuation Workshop attended by her and Ms. St. Amand.
- Ms. Miller provided her response on behalf of Mr. Emery to the Public Records Request from Joseph Francis IV of the Noone Family. The response addressed each of the eight bullet items with a reference to state and/or federal laws with website links provided.
- Draft Job Descriptions from Stone Consulting, Inc with Ms. Miller’s notations were reviewed by the board
- Email from MCTV offering departments the opportunity to create short videos for educating the public was discussed. All agreed it had the potential of being very informative and would be a good public relations tool. Ms. Miller to respond to the email but let MCTV know that there would not be time until after the completion of the current revaluation.

Meeting Adjourned 4:10 p.m.

Respectfully submitted,

Barbara Miller  
Director of Assessing

Minutes approved \_\_\_\_\_