

City of Greenfield  
Assessor's Meeting  
January 25, 2024

14 Court Square, 2<sup>nd</sup> Floor Meeting Room

1:32 PM

**CALL TO ORDER:** Meeting was called to order at 1:32 PM by Chief Assessor Randall Austin,

**ROLL CALL OF MEMBERS:** Chair Jim Geisman, Chief Assessor Randall Austin, Chuck Green, Assessors' Clerk Devon Magoon  
Board reviewed January 9<sup>th</sup>, 2024 meeting minutes.

**MOTION:** On a motion by Chair Geisman and second by Chief Assessor Randall Austin it was unanimously;  
**VOTED:** TO ACCEPT AND APPROVE THE JANUARY 9<sup>TH</sup>, 2024 MEETING MINUTES WITH FRIENDLY AMENDMENTS..

**PUBLIC COMMENT:**

Public comment was opened by Chuck Green and second by Chief Assessor Randall Austin at 1:35 PM.

Members of public Ryan Whitney and Stephanie present via Zoom.

Public comment at 1:38 PM by member of public Stephanie inquiring into unreported building permits and the possibility of reporting them through a tip line.

Chair Geisman commented that the board welcomes info on unreported permits and discussed future availability for these reports through a tip line.

Chief Assessor Randall Austin commented on the possibility of providing a general Assessors mailbox.

**NEW/OLD BUSINESS**

No motor vehicle excise to report

No Chapterland applications to report

Chief Assessor Randall Austin reported that Income & Expense forms have been mailed out and discussed the different forms as related to classes of properties..

Chair Geisman discussed involving a CPA in the reporting of Income & Expense forms. Chair Geisman discussed reaching out to the DLS for an inquiry into this possibility.

Board reviewed I&E mailing cover letter and schedule A form as example.

Board discussed staffing and possibility of interns and senior tax work off involvement in the Assessors office.  
Discussion with head of finance department will follow to address the process.

Calendar timeline is in progress.

Board discussed process for calling remaining known senior exemption applicants and their eligibility requirements.

Board discussed timeline for council voting in regards to local adoptions for exemptions.

Board discussed RRG office involvement with David Burgess inspecting for abatements. Linda Bevans providing in office training will likely be coming to a close soon.

Board discussed upcoming meetings to address budgeting and staffing for Assessors office.

Chief Assessor Randall Austin reported on his inquiry into software budgeting in relation to building permit integration.

Board discussed a timeline to address overlay.

Board discussed open meeting law and the recent open meeting law webinar that was attended.

David Burgess joined at 2:25 PM

Chuck Green commented on zoning board changes in relation to capturing new growth and change in property valuation. Potential to coordinate with zoning board of appeals.

Hardship policy is in progress.

Board discussed rental registry and vacancy tax.

Board and Mr. Burgess discussed Income & Expense forms, that they are voluntary and not 100% are returned.

**MOTION:** On a motion by Chief Assessor Randall Austin, second by Chair Jim Geisman it was unanimously;  
**VOTED:** TO CLOSE PUBLIC COMMENT AT 2:55 PM.

#### **EXECUTIVE SESSION**

**MOTION:** On a motion by Chief Assessor Randall Austin, second by Chuck Green it was unanimously;  
**VOTED:** TO OPEN EXECUTIVE SESSION AT 2:57 PM.

Board to discuss exemptions, pending ATB cases, and abatements in executive session.

David Burgess exited meeting at 4:30 PM.

**MOTION:** On a motion by Chair Jim Geisman, second by Chuck Green it was unanimously;  
**VOTED:** TO CLOSE EXECUTIVE SESSION AT 4:42 PM.

Next meeting is scheduled for Feb 6th.

**MOTION:** On a motion by Chair Jim Geisman, second by Chief Assessor Randall Austin, it was unanimously;  
**VOTED:** TO ADJOURN AT 4:43 PM.

Respectfully submitted,  
Devon Magoon  
Assessors Clerk  
Greenfield Assessors