

TOWN OF LANESBOROUGH ASSESSOR'S MEETING
Submitted by Diane Stevens, Town Secretary
May 25, 2021

Present: Jonathan Meczywor, Chair
Stephen Wentworth, Board Member
Kelli A. Robbins, Town Manager

The meeting was opened by Jonathan Meczywor at 11:00 a.m.

Mr. Wentworth and Ms. Robbins attended the meeting in person.
Mr. Meczywor attended the meeting via zoom.

1) New Business

Vote to approve Motor Vehicle Abatements

Ms. Robbins stated that the abatement amounts have been entered on the forms which had been scanned and sent to the Board for review and they are all ready for approval. Motion made by Jonathan Meczywor to approve the abatements as presented, seconded by Stephen Wentworth. Motion carried 3-0.

2) Discuss Assessor's Office in light of staffing issues

Ms. Robbins informed the Board that the assessor's clerk had resigned. She stated that she, the Town Secretary and the Tax Collector have been doing the work in the office since her departure. Voicemails and emails will be checked regularly to ensure that items are taken care of as best as possible. Ms. Robbins stated that the Town will not be able to hire someone with the skills needed to operate the office. She has been speaking with Regional Resource Group (RRG). They have an excellent reputation and are currently working with 33 towns. Their proposal will save the Town approximately \$30,000 annually and Ms. Robbins recommended that the Board consider hiring RRG to outsource the office. Ms. Robbins stated that an assessor will be at the Town Hall for ½ day one day per week but someone will be available Monday – Friday from 9 a.m. – 3 p.m. by phone or virtually for residents to communicate with. Ms. Robbins recommended that they begin on June 15th and work until the end of the calendar year at which time the Town can assess how it is working. Motion made by Jonathan Meczywor to hire RRG until the end of December, seconded by Stephen Wentworth. Motion carried 2-0.

3) Chapter Land Liens

Ms. Robbins stated that the Skyline Country Club's release did not conform to the filing requirements and it was returned by the registry. She will correct it and refile for recording. Motion made by Jonathan Meczywor to resubmit the release with corrected language, seconded by Stephen Wentworth. Motion carried 2-0.

4) Assignment of House Number discussion

Ms. Robbins stated that emails were received regarding the assignment of house numbers. Ms. Robbins recommended that a number be given for every 200 feet. The Board discussed. Motion made by Jonathan Meczywor to set a policy of giving house numbers every 200 feet, seconded by Stephen Wentworth. Motion carried 2-0.

Ms. Robbins stated that the Building Inspector was asking for the units at the former Vacation Village property to be assigned their own number on the field cards for easier delineation. Ms. Robbins stated that she will have RRG address this. Can possibly look at the cards for the Lake House Guest Cottages to see how it was done as there are multiple houses at that location.

Ms. Robbins explained that all roads in Town have field cards which need to be removed. This should not have been done and she will speak with RRG about correcting this.

5) Abatement Denial discussion

Ms. Robbins stated that the owner of the Durga property (Berkshire Mall) questioned the statement that no one is being allowed on the property. Ms. Robbins stated that the Assessor needs to do a site visit. Ms. Robbins stated that a copy of a letter from Mr. Vivori to ask permission to go onto the property is in the file but does not prove service. Jonathan Meczywor stated that the Board should issue another request stating that "per letter dated February 4, _____" Ms. Robbins recommended sending the letter certified to Mr. Durga and a copy to Barb Hassan as their representative. Motion made by Jonathan Meczywor to send a certified letter referencing February 4th letter to Mr. Durga and Barb Hassan to re-evaluate abatement request, seconded by Stephen Wentworth. Motion carried 2-0.

Ms. Robbins informed the Board that she will be paying the Town Secretary out of the assessor's budget if she works extra hours during the transition. The Board agreed.

6) Signature discussion

Ms. Robbins stated that rubber stamps with the Board's signatures are in the office and asked permission to use them when things are voted on at a meeting. Motion made by Jonathan Meczywor for town personnel to use signature stamps on nondiscretionary, previously voted on documents, seconded by Stephen Wentworth. Motion carried 2-0.

Mr. Wentworth asked when the Board will hold their next meeting. Ms. Robbins stated that they should have meetings at least once per month or more if busy. She recommended holding one at the end of June after RRG begins working.

7) Adjournment

Motion to adjourn meeting made by Jonathan Meczywor, seconded by Stephen Wentworth, Motion carried 2-0. Meeting adjourned at 11:48 a.m.

Date Approved: 9-8-21

BOARD OF ASSESSORS





