

Carlisle Board of Assessors

Board Meeting Minutes

Meeting date: Monday, April 11, 2022

Town Hall, Heald Conference Room

66 Westford St.

Carlisle, MA 01741

BOA members in attendance:

- Ken Mostello, Chair
- Teresa Kvietkaukas

Others attending: Principal Assessor, Brian Macdonald

Motioned for approval: Ms. Kvietkaukas

Second: Mr. Mostello

Roll call vote: 2 in favor, 0 opposed, 1 abstention due to absence from the prior meeting

Date approved: 04/28/22

Chair Mostello called the meeting to order at 8:00 am.

Minutes for the prior meeting were approved. Ms. Kvietkaukas motioned for approval, seconded by Mr. Mostello, and were approved 2-0.

At Mr. Macdonald's request, the attending board members signed off on numerous documents for senior exemptions like Chapter 41c and similar ones. Mr. Macdonald noted that the state approved 41c exemption is \$1,000 and said that some communities deviate from that. He was recommending that the town simplify things by adhering to the state mandate of \$1,000. Both attending board members agreed to his motion.

Mr. Macdonald proposed setting up an online excise tax exemption process that would be a convenience to town residents and reduce departmental administrative efforts. There would be no cost since Mr. Macdonald has the skills to do this and did it for the Town of Stoneham. Mr. Mostello proposed that he proceed, and Ms. Kvietkaukas seconded. Approved 2-0.

Speaking of how he was progressing on assessments, Mr. Macdonald said that things were "moving in the right direction" but that "grading was all over the place" and he knows he'll have to address that matter soon. Mr. Macdonald said it made sense to get town residents

familiar with assessor department personnel so that they would be comfortable when they showed up at someone's home. Notices are being mailed in advance of a field appointment.

The conversation turned to the process of hiring the assistant assessor. Mr. Mostello mentioned that the Personnel Board had finally been in contact and was asking for a job description for the assistant assessor position. The current administrative assistant position is graded as a Grade 5. The new position will need to be a Grade 6 to be competitive on compensation. Mr. Mostello promised to review the job description and get back to Mr. Macdonald with any changes he deemed appropriate before passing it along to the Personnel Board.

Mr. Mostello brought up the topic of being proactive on diversity in recruitment for the assistant's position. Select Board member Kate Reid had recommended 5 websites to post the position that specialize in recruiting from minority groups. Mr. Mostello mentioned that one advantage MAAO had was that it "pre-vetted" candidates, since the site was only visited by people with an interest in Massachusetts assessment. Mr. Macdonald added that he was concerned he could be overwhelmed with responses if the job post was placed on too many sites. Mr. Macdonald went on to say that Concord had recently posted on Diversity.com. Mr. Mostello said that maybe we should follow Concord's lead on this one and he found Diversity.com appealing because it "cast a broad net" and wasn't focused on any one particular group. The attendees agreed that the ad would be posted on Diversity.com and would co-terminate on April 30th with the one on MAAO.

Mr. Macdonald reviewed the 3 candidates who have applied so far through the MAAO website. He felt all 3 had positive points, but none were 100% qualified, and that the interviews would be critical in determining who could be hired.

Mr. Mostello asked Mr. Macdonald how he would like to conduct the interview process. It was agreed that we would wait until early May when all the applicants had been received before interviews were conducted. He asked that the interviewing be conducted by the board, and that he would add questions toward the end that the board didn't ask that he felt were important.

No specific date was set for a follow-up meeting, but the consensus was to hold one in early May after all resumes were received.

Chair Mostello introduced a motion to adjourn at 9:45 am. The motion was seconded by Ms. Kvietkaukas and carried 2-0.