TOWN OF GROTON
Office of the Board of Assessors
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Board of Assessors
Donald R. Black
Garrett C. Boles
Jenifer B. Evans
Principal Assistant Assessor
Megan L. Foster
Assistant Assessor
Ravilla Garthe

Board of Assessors
Meeting Minutes   APPROVED

Friday, March 19th, 2021
11:00 AM Public Meeting remotely Via Zoom

Members Present: *Garrett Boles, Donald Black and Jenifer Evans.*
Staff Present: *Megan Foster and Ravilla Garthe.*

1. **Open Meeting**
   a. 11:08 AM Garrett Boles makes a motion to call the meeting to order; Donald Black 2nds;   motion passes 3-0

2. **Organization**
   a. 11:09 AM Meeting Minutes from March 5th, 2021
      i. *Donald Black* makes a motion to postpone the approval of minutes until next meeting; Garrett Boles 2nds;   motion passes 3-0

3. **Signatures 11:10 AM**
   a. Exemptions
      i. Signatures for all approved exemption applications.
   b. CPA
      i. Signature for approved CPA applications

4. **Discussion 11:15 AM**
   a. Update on Re-certification.
      i. Startup meeting with Becky from DOR went well. Start date of May 1st and tables update to take place by mid-May 2021. Manual set up with DOR and check status of Personal Property with Brian.
   b. Office Update
      i. Megan and Ravilla to take a 16hr course (IPAP). Friday April 22nd and Saturday April 23rd. Work relief program to be arranged.

- **11:18 AM** *Donald Black* makes a motion to move the Open Meeting into Executive Session pursuant to Mass. General Laws Chapter 59, Section 60, in order to discuss FY 2021 real estate and personal property tax Abatement Applications; *Garrett Boles* 2nds; motion passes   3-0 all in favor

5. <u>**Adjourn**</u>

    i.   **12:58 PM** *Garrett Boles* makes a motion to adjourn Executive Session; *Donald Black* 2nds; motion passes   3-0 all in favor

    ii.   **12:59 PM** *Garrett Boles* moves to adjourn the meeting and reconvene Friday, April 9th at 11:00 AM; *Donald Black* 2nds; motion passes   3-0 all in favor

Respectfully Submitted,

Ravilla Garthe
Assistant Assessor