



JENNIFER M. SCLAR, MAA
ASSESSOR/ADMINISTRATOR

TOWN OF MILFORD BOARD OF ASSESSORS

52 MAIN STREET
MILFORD, MA 01757
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JOSHUA M. LIOCE
CHAIRMAN

PAUL G. SIMAS

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MINUTES OF REGULAR SESSION – FEBRUARY 21, 2024 4:00 P.M. ROOM 14

PRESENT: Chairman Joshua Lioce, Members Steven Borges and Paul Simas, and Assessor/Administrator Jennifer Sclar.

Mr. Lioce called the meeting to order at 4:00 p.m.

GENERAL BUSINESS

A motion was made by Mr. Simas to approve the minutes of the January 17, 2024 meeting. The motion was seconded by Mr. Borges. The motion passed unanimously.

The following bills for fiscal year 2024 were reviewed:

MAAO	\$50.00
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Corinne Sanborn	\$41.81
Patriot Properties	\$10,730.40
Signs Plus	\$345.00
Worcester Registry of Deeds	\$56.00
Embroidery Bar	\$15.00
CoStar	\$512.18
Gas	\$7.89
WB Mason	\$24.99
CoStar	\$512.18
Colonial Municipal Group	\$33,998.50
Corinne Sanborn	\$35.00
Corinne Sanborn	\$3.61
ESRI	\$900.00
WCAA	\$75.00
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NEW BUSINESS

Jennifer attended the DOR workshop regarding the Municipal Empowerment Act. Several proposals relate to property assessment, Assessors and exemptions. As the bill progresses, she will keep the Board apprised.

The Board reviewed the FY2025 Certification Workplan. This will be submitted to the Department of Revenue as soon as the Board selects and appraiser for the power plant. This workplan outlines the time frame to develop and get Department of Revenue approval of property assessments.



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The power plant appraiser the town has used for several years has just notified the Department that he will not be able to provide those services. The Department is actively looking for a new appraiser for the assignment. This appraisal is required by the Department of Revenue as part of the FY2025 certification year. Funding will need to be worked out with the Finance Team either through town meeting or the departmental budget and costs are anticipated to be significantly higher than in past years.

Jennifer also reminded the Board that the Power Plant agreement was extended for an additional 15 years at the October Special Town Meeting. This agreement also includes a minimum annual tax payment of one million dollars.

The mass appraisal software AssessPro is no longer being supported and needs to be updated to AP5, their newest version. The Department has experience access and security issues with the current software. In consultation with the IT Department, they support the upgrade. The upgrade can be done with local on-site hosting of the data or a cloud-based solution. The cloud-based option would eliminate the access and security issues the Department has experienced. On-site would increase the annual budget by \$3,680.00 and the cloud based would increase the annual budget by \$8,180.00.

Jennifer provided the Board with a draft of the Assessors FY2025 budget. Salaries will follow the union contract and Personnel Board adjustments. The general expenses will be level funded with the exception of two one-time expenses. The first is the power plant appraisal needed for the FY2025 certification year. The second is the upgrade to the mass appraisal software AssessPro. Once those two variables are determined, they will be added to the budget and submitted.

The Board signed a letter congratulating Corinne Sanborn for passing the Department of Revenue Course 101. The Board will continue to support educational opportunities and professional development whenever possible.

SET MEETING DATES

The next Board meeting is scheduled for March 20, 2024 at 4:00 p.m.

ADJOURNMENT

A motion was made by Mr. Simas at 4:40 p.m. to adjourn the open session and enter executive session pursuant to G.L. c.30A section 21(a) purpose number 7 and the Board will not reconvene to open session. The motion was seconded by Mr. Borges. By roll call, Mr. Borges – yes, Mr. Lioce – yes, Mr. Simas - yes. The motion passed unanimously.

Respectfully submitted,

Jennifer Sclar, Clerk



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Exhibits: Minutes 1/17/2024
Department bills for February
Municipal Empowerment Act presentation
Recertification workplan draft
FY2025 Assessors budget draft
Letter to Corinne Sanborn
Milford Power Plant agreement extension