



TOWN OF NEW BRAINTREE
BOARD OF ASSESSORS

20 Memorial Drive
New Braintree, MA 01531
Tel: 508.867.2071, Ext.103; fax: 508-867-4467

assessors@newbraintree.org

*Office Hours: Mondays from 7:00PM to 9:00PM &
Tuesdays from 9:00 a.m. to Noon*

FY 2023 November Meeting Minutes
Thursday, November 17, 2022

The October minutes were read and approved.
Present: Andrea Letendre and Claire Reavey

I. Open forum: No one was present.

II. Old business

- A. Current inspections – Patrick is continuing to inspect and input Friday data. He will continue into December.
- B. Three new liens are ready for notarization and Registry approval.

III. New business

- A. The Classification Hearing is scheduled for December 5 at 6:00 pm. The notice will be put on the New Braintree website and the Town Hall. Gateway reports are not complete yet.
- B. Intern duties – if an intern is assigned to the Assessors Office, he/she will file, shred, and do computer work.
- C. VISION proposal – this was discussed. Some of the figures could be modified (Why 5 users?). Claire will check with Tasha to see how long the numbers quoted are good. We will find out the dates for the next IT grant available to be used for a conversion.
- D. Vests – First String owner, Brenda Best, has made 5 vests identifying the wearer as Assessors in New Braintree. We will let Patrick know that they are available.

- IV. Warrants (#11) were signed for payroll and expenses. Our affiliation with the Planning Board has enabled them to cover the expenses for our maps this year. We are very grateful.
- V. The meeting was adjourned at 8:15. Next meeting is December 15 at 7 pm.

Respectfully submitted,

Claire Reavey, Assessor



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FY2023 September Meeting Minutes
Thursday, September 22, 2022

Present: Andrea Letendre and Claire Reavey

I. Open forum: No one was present.

II. Old business

A. Roy Bishop – Claire will call or email him for his bill.

B. Chapter 61 applications are continuing to come in.

III. New business

A. MAAO issues – our yearly dues were paid.

B. Mass GIS-911 - new addresses continue to be sent to this website from our office. They acknowledged our diligence in doing so.

C. Obsolete records are ready for shredding.

IV. Warrants were signed.

V. The meeting was adjourned at 8:15.



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FY 2022 June Meeting Minutes June 13,2022

The May minutes were read and approved.

Present: Andrea Letendre, Claire Reavey, Renee Gregoire

Open forum: No one was present.

I. Old business

A. Obsolete Records – tabled until later.

B. Website – Renee was present to discuss the website. The Assessors presented upgrades and additions to include:

- a “click” menu on the first page
- a place for residents to send emails to the office
- a “Current News” explanation
- an “Important Dates” chart
- DLS Guides and applications for exemptions and abatements
- A link to Munimapper
- A link to the most current town maps

Renee will look over our recommendations and get back to us after talking to her consultant. The “makeover” would look similar to the North Brookfield website.

C. All exemptions were approved by the state.

D. Town Meeting By Law presentation – Andrea will make a chart to help explain our proposal and any questions.

II. New business

A. File cabinet purchase – it arrived from Amazon and was the wrong size and SKU number. We’ll try to send back. Jess Bennett expressed

an interest in buying it for Town Clerk use. She will let us know soon.

B. Patrick has inspected and entered data for 25 residences so far.

C. Chapter visits – Andrea, Claire, and Priscilla will begin to physically visit every Chapter property, mandated by the state, to ensure proper detailing on application forms. We must begin soon.

III. Warrants and Commitments were signed and submitted.

IV. The meeting was adjourned at 7:00. Next meeting – July 21, 2022.

Respectfully submitted,

Claire Reavey, Assessor



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FY 2022 May Meeting Minutes
May 26, 2022

The April minutes were read and approved.
Present: Andrea Letendre, Claire Reavey
Open forum: No one was present.

- I. Old business
 - A. Inspections – Patrick has inspected about 30 residences. He has entered the data.
 - B. Website - We are hoping Renee will come to our next meeting in June to discuss our page on the website.
 - C. Obsolete records – Andrea and Claire will begin separating old records next Tuesday. The list will be sent to the state at that time.

- II. New business
 - A. Exemptions – all exemptions were approved.
 - B. By Law presentation at Town Meeting – visual display?
 - C. Windbreakers, tee shirts, and lanyards were ordered for use when in the field.

- III. The meeting was adjourned at 7:00. Next meeting – Thursday, June 16 at 6:00.



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FY 2022 February Meeting Minutes
February 17, 2022

Present: Andrea Letendre, Priscilla Johnson, Claire Reavey

I. Open forum – No one was in attendance.

II. Old business

- A. Computer update: Priscilla reported that the extension hub was working. Computer #2 was provided a camera and microphone to correspond with IT. It works.
- B. Website: Priscilla will try to get Tyler to fix the links to the PRCs on the town's website.
- C. ABC applications and real estate exemption applications continue to come in, but we still need a few.
- D. Obsolete records – Claire will start a list and Andrea will add to it.

III. New business

- A. The Town Report was approved and sent to Lori.
- B. The new by-law exemption policy is now written in the proper form. We need approval of Town Council a.s.a.p.
- C. Opportunity for Community Service: Jess will be contacted to post the information for students. If interested, they will contact us.
- D. Tyler bill: Priscilla will ask Shiela for address of ISH, the company that bills us for Tyler. We've not received a bill.
- E. The town election is Monday, May 2nd. Andrea will be on the ballot, and she may know of someone who would like to run for the 2-year term.

IV. Warrants were signed

V. Meeting was adjourned at 7:30.

Respectfully submitted,

Claire Reavey, Assessor