



**Board of Assessors
730 Massachusetts Avenue
Arlington, MA 02476**

Date: 01/22/2024

Time: 5:30 pm

Location: Assessors' Office Conference Room, 1st Floor, Town Hall

Minutes:

The meeting was called to order at 5:26 pm, by Mary Winstanley O'Connor (MWO). Seconded by Gordon Jamieson (GJ). GJ voted yes, MWO voted yes AND William Zagata (WZ) voted yes.

- In attendance: Mary Winstanley O'Connor, Gordon Jamieson, William Zagata & Dana Mann (DM).
- The Board viewed the RFP responses for recertification services. MWO motioned to accept Patriot Properties recertification quote, seconded by WZ.
 - MWO voted yes
 - WZ voted yes
 - GJ voted yes
- WZ made a motion to accept Patriot Properties inspection quote subject to RFP rules review, seconded by GJ.
 - MWO voted yes
 - WZ voted yes
 - GJ voted yes
- GJ requested the Director to consider adding assessment explanation 12 page write up to website. After Board discussion, Director was requested to email link of example write up.
- All Board members reported completion of State's ethics requirement of all municipal employees and Board members.
- Motion to enter executive session was made by MWO at 6:03 seconded by WZ.
 - MWO voted yes
 - WZ voted yes
 - GJ voted yes
- A Motion to adjourn at 6:30 pm was made by MWO. Seconded by WZ.
 - MWO voted yes
 - WZ voted yes
 - GJ voted yes
- Next meeting planned for February 26, 2024

Respectfully submitted,
Dana Mann