



## MINUTES OF THE BOARD OF ASSESSORS

59 COURT STREET  
CITY HALL – ASSESSORS OFFICE, ROOM 111  
WESTFIELD, MA 01085  
JANUARY 11, 2023 AT 5:00PM

RECEIVED

SEP 15 2023

WESTFIELD CITY CLERK

**In Attendance:** Grace Sullivan (Chair), Suzanne Bergeron, Ashlie Brown (City Assessor) & Michele Frangie (Data Assessor) **Absent:** Diane Snow

The meeting was called to order in the Assessor's Office, 59 Court St, Westfield, MA at **5:00pm** by Chair Sullivan.

VOTED: Minutes for the December 14, 2022 were ACCEPTED

**Public Participation:** None

**Bills Payable:** Invoices for Assessors Office bills were signed by Sullivan & Brown

### Old Business:

#### *Assessor Performance Review:*

Sullivan & Snow completed a written Performance Review for the City Assessor. Brown completed a self-assessment and reviewed the feedback from Sullivan & Snow. Sullivan & Bergeron noted performance has been meeting expectations. Comments were made that some of the questions on the assessment could not be answered as the situation(s)/scenario have not yet presented themselves. Brown set goals that she is looking to achieve in the next six (6) months. The Board will check-in on progress and review completion at Brown's yearly review in or around June.

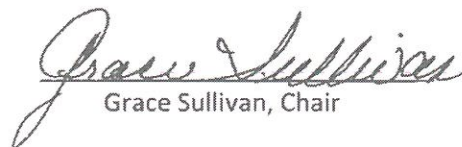
### New Business:

VOTED: December monthly abatement/commitments were ACCEPTED

**City Assessor Report:** Frangie reported on continued progress towards receiving her MAA designation. She has also started Sales Reviews and Cyclical Inspections on Exempt, Chapter and Vacant Land. In February assessing staff will attend a few trainings/courses for continuing ED.

At **5:21pm** upon motion from Bergeron and seconded by Sullivan, it was VOTED: to enter Executive Session.

Approved on: 2, 13, 23

  
Grace Sullivan, Chair

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Diane Snow

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Suzanne Bergeron