

# BOARD OF ASSESSORS

Meeting Minutes  
April 23, 2008

Chairman Charles W. Long called the meeting to order at 5:04 PM in the Assessors Office. Present were Caroline B. Akins and Wilfred J. Baranick, Members of the Board, and Karen MacTavish, Town Assessor.

1. Regular Business

- Meeting minutes from March 12, 2008 were unanimously approved as submitted.
- Warrants for Motor Vehicle Excise Tax Commitment No. 2 of 2008 and Nos. 7 and 8 of 2007 were reviewed and endorsed.
- The Assessors unanimously authorized Karen MacTavish to attend an ESRI class in ARCGIS, Version 9.2, offered by Tighe & Bond at a cost of \$735.

2. Form of List Extension

The Board unanimously approved a Form of List extension for Dover Water Company Inc. until May 31, 2008.

3. Determination of Buildable or Non-buildable Land

Discussion was held concerning the Board's policy for determining whether a parcel of vacant land is buildable or not buildable. To document the status of a lot, an engineer's written certification with percolation or deep hole testing is currently required, along with written approval of results by the Board of Health's agent. The Assessors unanimously voted to confirm this policy and require that the Board of Health agent, Michael Angieri, witness all testing prior to submission of the results for purposes of determining market value of land.

4. Deed Binding

Due to the increase in cost and storage requirements for annually maintaining bound copies of deeds, the Board unanimously voted to cease the practice. All deeds are now available immediately through Norfolk County Registry's website, and, pursuant to the Secretary of State's disposition schedule, we are not required to preserve these documents after use.

5. Next Meeting

The Board unanimously agreed to schedule the next meeting for Wednesday, May 21, 2008 at 5:00 PM.

**It was moved by Mr. Long and seconded by Mrs. Akins to enter executive session for the purpose of reviewing abatement applications and discussing litigation at 5:25 PM. With three members voting, the motion was approved, 3-0.**