

BOARD OF ASSESSORS

Meeting Minutes
November 19, 2009

Chairman Caroline B. Akins called the meeting to order at 5:10 PM in the Assessors Office. Present were Board Members Wilfred J. Baranick and Charles W. Long and Town Assessor Karen MacTavish.

1. Regular Business

- Meeting minutes from October 28, 2009 were unanimously approved as submitted.
- Warrants for Motor Vehicle Excise Tax Commitment No. 6 of 2009 and Boat Excise Tax Commitment No. 1-B of FY 2010 were reviewed and endorsed.
- The Board authorized Karen MacTavish to attend an Excel pivot table workshop on Monday, November 23, 2009 in Foxboro.

2. Office Schedule

By unanimous vote, the Board approved a request to close the office the day after Thanksgiving (Friday, November 27, 2009) to permit both employees to take vacation/personal time.

3. Interim Year Adjustments

The Board reviewed, discussed, and unanimously approved updated values utilizing sales from calendar year 2008.

4. Gateway Authorization and Classification Hearing

For approval of updated valuations and submission of the tax rate recap, the Board unanimously authorized Karen MacTavish to electronically sign and submit all documents on their behalf. In conjunction with the Board of Assessors, the Selectmen have scheduled the annual classification hearing for Thursday, December 10, 2009.

5. Personnel

The Assessors will meet with the Personnel Board and Selectmen on Monday, November 23, 2009 at 5:30 PM.

6. Next Meeting

The Board unanimously agreed to schedule the next regular meeting for Thursday, December 10, 2009 at 5:00 PM, after which they will adjourn to attend the Classification Hearing with the Selectmen.

At 6:30 PM, it was moved by Mr. Long and seconded by Mr. Baranick to adjourn the meeting to enter executive session for the purpose of discussing litigation. With three members voting, the motion was approved, 3-0.