

# BOARD OF ASSESSORS

Meeting Minutes  
November 8, 2012

Chairman Caroline M. C. White called the meeting to order at 5:15 PM in the Assessors Office. Present were Board Members Caroline B. Akins and Charles W. Long and Town Assessor Karen MacTavish.

1. Regular Business
  - Meeting minutes from October 17, 2012 were unanimously approved.
2. Interim Year Update & Tax Rate

By unanimous vote, the Board approved proposed assessments for FY2013 and authorized Karen MacTavish to submit interim year update and tax rate recap forms to the Department of Revenue on behalf of the Assessors.
3. Website Changes/Corrections

After reviewing and discussing the Assessors' web page, the Board agreed to change Friday office hours and approved other minor corrections. A copy will be sent by email to each member for their input.
4. FY2014 Budget

Budget requests for FY2014 must be submitted via the KVS system by Friday, December 14, 2012. Karen MacTavish will prepare the budget for review at the next meeting.
5. Next Meeting

The next meeting was scheduled for Wednesday, December 5, 2012 at 5:00 PM.

**At 6:15 PM, it was moved by Mrs. Akins and seconded by Mr. Long to adjourn the meeting to enter executive session to review applications for chapter land classification and discuss Appellate Tax Board matters. With three members voting, the motion was approved, 3-0.**

**The Board returned to public session at 6:25 PM to report on actions taken during their executive session as follows:**

FY2014 Chapter 61A Classified Land:                      2 applications approved (unanimous)

**It was moved by Mrs. Akins and seconded by Mr. Long to adjourn the meeting to attend the Selectmen's Classification Hearing. With three members voting, the motion was approved 3-0.**