

BOARD OF ASSESSORS

Meeting Minutes July 17, 2013

Chairman Caroline B. Akins called the meeting to order at 5:00 PM in the Assessors Office. Present were Board Members Caroline M. C. White and Charles W. Long and Town Assessor Karen MacTavish.

1. Regular Business

- By a vote of 2-0, the Board approved meeting minutes from May 29, 2013. Mrs. Akins abstained because she was not present at the meeting.
- FY2014 Preliminary Real Estate and Personal Property Tax Warrants and the FY2014 Norfolk County Tax Warrant were reviewed and endorsed.
- Warrants for Motor Vehicle Excise Tax Commitments Nos. 3 and 4 of 2013 were reviewed and endorsed.

2. Year End Matters

Organization of the Board/Elections and Appointments

- Mr. Long was unanimously elected Clerk of the Board of Assessors for FY2014.
- Ms. MacTavish was unanimously reappointed to a one-year term in the position of Town Assessor for FY2014.

Accounting

- Encumbrances were discussed and unanimously approved.
- The Accountant's signature form for vouchers and invoices was endorsed.

Personnel

- Mrs. Akins endorsed a form permitting Karen MacTavish to carry over 5 days of unused vacation time from FY2013 to FY2014.

3. Reports

- Veteran's Exemption and MDM-1 reports were discussed. By unanimous vote, Ms. MacTavish was authorized to submit the reports electronically to the Bureau of Local Assessment.

4. Next Meeting

The next meeting was scheduled for Wednesday, September 25, 2013 at 5:00 PM.

At 5:30 PM, it was moved by Dr. White and seconded by Mr. Long to adjourn the meeting to enter executive session to discuss Appellate Tax Board matters and not to reconvene in public session. With three members voting, the motion was approved, 3-0.