

BOARD OF ASSESSORS

Meeting Minutes
June 24, 2015

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

1. Regular Business

- The Board reviewed and unanimously approved meeting minutes from May 27, 2015.

2. Year End Matters

Accounting

- The Board discussed and unanimously approved an encumbrance to pay for contractually incurred data collection expenses.
- The Accountant's signature form for vouchers and invoices was endorsed.

Personnel

- Mr. Long endorsed a form permitting Karen MacTavish to carry over 5 days of unused vacation time from FY2015 to FY2016.
- Copies of the Town Assessor's job evaluation, which was completed by Mr. Long, were distributed to members.

3. Mapping

The Board reviewed and endorsed a tax map maintenance contract for FY 2016 with CAI Technologies.

4. Annual Assessing School, University of Massachusetts, Amherst, MA

The Board unanimously approved the expenditure of funds to send Amy Gow to the weeklong school at UMass. Karen MacTavish will attend a one-day specialty course.

5. Next Meeting

The next meeting was scheduled for Wednesday, September 16, 2015 at 5:00 PM.

At 5:20 PM, it was moved by Mrs. Akins and seconded by Dr. White to adjourn the meeting to enter executive session to review an exemption application. With three members voting, the motion was approved, 3-0.

The Board returned to public session to report on actions taken during their executive session as follows:

FY2015 Personal Exemption:

1 applications approved (unanimous, 3-0)

At 5:45 PM, it was moved by Dr. White and seconded by Mrs. Akins to adjourn the meeting. With three members voting, the motion was approved 3-0.