

BOARD OF ASSESSORS

Meeting Minutes

June 22, 2016

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

1. Regular Business

- The Board reviewed and unanimously approved meeting minutes from May 25, 2016.
- A warrant for Motor Vehicle Excise tax bills, Commitment No. 3 of 2016, was approved and endorsed.
- The Board unanimously approved and endorsed warrants for collection of the Preliminary FY 2017 Real Estate and Personal Property taxes.

2. Year End Matters

- The Board discussed and unanimously approved an encumbrance from the FY 2016 budget to pay for contractually incurred data collection expenses.
- The Accountant's signature form for vouchers and invoices was endorsed.
- Dr. White endorsed a form permitting Karen MacTavish to carry over 5 days of unused vacation time from FY 2016 to FY 2017.
- Caroline B. Akins was elected to the position of Chairman of the Board for FY 2017.
- Karen MacTavish was unanimously reappointed Town Assessor for FY 2017.

3. Mapping

By unanimous vote, the Assessors approved and endorsed a tax map maintenance contract with CAI Technologies for FY 2017.

4. Next Meeting

The next meeting was scheduled for Wednesday, September 14, 2016 at 5:00 PM.

At 5:20 PM, it was moved by Mrs. Akins and seconded by Mr. Long to adjourn the meeting to enter executive session to discuss Appellate Tax Board matters and not to return to public session. With three members voting, the motion was approved, 3-0.