

Minutes

Board of Assessors

Room 105

Tuesday, June 7, 2022

5:00 PM

The meeting convened at 5:06 PM in Room 105. Present were: Board members: Mary Greendale, chair, Jeffrey Marshall and Stephen Wang. Staff: Kevin Rudden.

1. Mary Greendale made a motion, seconded by Jeffrey Marshall, to approve the meeting minutes for the May 31, 2022 meeting. The motion carried 3-0-0.
2. Mary Greendale made a motion, seconded by Jeffrey Marshall, to sign the May report to Town Accountant Sharon Emerick listing four 2021 Motor Vehicle and Trailer excise tax abatements totaling \$388.69 and 38 2022 Motor Vehicle and Trailer excise tax abatements totaling \$6,374.98 and also to approve and sign the 2022 Motor Vehicle and Trailer excise tax commitment #3 totaling \$156,338.04. The motion carried 3-0-0.
3. Board members discussed a draft policy regarding who signs monthly reports and tax commitments. Members agreed with Jeffrey Marshall's suggested edits, which reads as follows: "1) The Board of Assessors delegates to the Principal Assessor and staff the authority to review and approve (via "hand stamp") routine monthly commitments/reports on behalf of the Board and deliver to the Town Accountant. A summary of actions taken will be presented to the Board on a regular basis. 2) The Board of Assessors will continue to review and sign in-person all major Real Estate, Personal Property and Motor Vehicle tax commitments."

Mary Greendale questioned whether the phrase "on a regular basis" should be more specific. Kevin Rudden recommended changing the phrase to "on a monthly basis." Board members agreed. Mary Greendale made a motion, seconded by Jeffrey Marshall, to approve the wording as amended. The motion carried 3-0-0.

4. Mary Greendale made a motion, seconded by Jeffrey Marshall, to support the Principal Assessor's application to the ARPA Steering Committee requesting funds for a Mobile Data Collection system. The motion carried 3-0-0.
5. The Board briefly discussed the draft month-by-month Assessors' calendar listing tasks done by the Staff and by the Board for their review. Mary Greendale said her comments involved adding dates for administrative tasks. Kevin Rudden said the staff are reviewing the document.

Jeffrey Marshal made a motion, seconded by Stephen Wang, to adjourn the meeting at 5:45 PM. The motion carried 3-0-0.