

**Minutes
Board of Assessor's Meeting
August 22, 2011**

Members Present: Eugene Reed and Jason Neuman.

Member Excused: John McSorley

Others: Heidi Seaverns.

7:05 PM Chairman Reed called the meeting to order.

The Board addressed the signature file.

Motion: Neuman, second Reed to assess Timber Tax Levies for 2010 Tax year for the following operations in the specified amounts:

Map 43 Lot 36 (\$2648.04) and Map 43 Lot 36-2 (\$91.78).

Vote: 2-0 in favor. The Board signed the warrant and certification sheets for those levies. Ms. Seaverns stated that these were the last 2 outstanding operations for 2010 tax year.

The Board then addressed the correspondence file.

Members reviewed and approved an invoice from Avitar Associates in the amount of \$ 128.76. This amount represents Ms. Martin's visit to the office on July 6 for miscellaneous assessing tasks. Next to be reviewed was the letter & new property card for telecommunication poles & conduit from Gary Roberge, Avitar Associates. Mr. Roberge has advised the towns to add an amount to the overlay to equal the estimated amount of the property taxes being billed to the telephone companies. This action will attempt to stabilize the tax rate in the event the telephone companies protest these assessments and act to try to get the legislation repealed next year. Chair Reed if the office had the backup to the creation of the values. Ms. Seaverns stated she assumed that it would be in the USPAP manual created for the new utility values. Members commented on the anonymous letter in the file addressed to the Board of Selectmen. Members present had also received one at their home address. Ms. Seaverns stated that the Town's policy on anonymous complaints was no action and such letters are thrown away or shredded.

Ms. Seaverns reported to the Board that Avitar was in town doing the quadrant data review. She reported retrieving documents from the Registry is up and running and working well. Chair Reed asked that Ms. Seaverns run a report from the assessing system that shows neighborhood sales ratios. Ms. Seaverns will email the report to the members.

Ms. Seaverns asked the Board to vote to sign the MS 1 when ready. The extension date was accepted by DRA as September 20, 2011. The Board's next meeting is September 19.

Motion: Neuman, second Reed to MS-1 for 2011 when ready.

Vote: 2-0 in favor.

The members will wait to act on the outstanding meeting minutes until the full Board is present.

Next regularly scheduled meeting for the Board is September 19, 2011.

Having no further business,

7:40 PM **Motion:** Neuman, second Reed to adjourn.

Vote: 2-0 in favor.

Respectfully Submitted,
Heidi Seaverns

**Approved as written
5/14/12**