Board of Assessors

Meeting Minutes for September 19, 2013

Present: Sue, Luanne, Fred, Brad and John

Meeting Opened at noon

Other Business was moved to the top of the agenda.

Sue handed in to the Board her letter of resignation. A copy of this letter is on file with the minutes.

The Board reviewed the letter and a motion was made by Fred to “accept Sue’s resignation with heartfelt thanks and a job well done”, the motion was seconded by John. Unanimously accepted by the Board. Best wishes Sue working for the City of Gardner!

Job Description: The Board reviewed and updated the Deputy Assessor Job Description. A motion was made by John to accept the presented updated description and seconded by Fred. Unanimously accepted by the Board. This will be presented to the Board of Selectmen on Monday evening to review and accept. The Board agreed the position will need to be posted and once applicants are reviewed it is the Boards authority to appoint a Deputy Assessor and present it to the Board of Selectmen for their approval.

Budget: The Board reviewed projected cuts with and without the override passing. We will wait and see how things play out.

It was also discussed for the interim until a Deputy Assessor is appointed Luanne will work out of grade at an additional $1 an hour, 32-35 hours a week. Sue’s last official day with the town will be October 25th.

Sue informed the Board to the balance currently in the Revaluation account is $37,485.88. Luanne needs to confirm this figure with the Town Accountant.

3 Articles were submitted for the Special Town Meeting. Copies of these are on file in the office.

The Board of Assessor’s are on Monday the 23rd agenda with the Board of Selectmen to discuss:

The resignation of Sue Byrne

Update on the Deputy Assessor Job Description

Recap Sheet: Sue informed the Board that the Assessors part of the Recap sheet is complete

and the Board should request from the Selectmen the status of where other

department’s stand as to ensure the January tax bills will go out on time.

We will inform the Board of the time that they are on Monday evening’s agenda and where it is being held.

A motion was made to adjourn the meeting at 1 p.m. Unanimously by the Board.

Respectfully submitted,