Templeton Board of Assessors

Meeting Minutes

1/8/2014

Present: Fred, Brad, John and Luanne.

Meeting opened at @ 2:08 pm.

Minutes from 12-18-13 meeting were approved.

Motor Vehicle Abatements were signed. (2)

Sewer Betterment Payoff was signed (1).

Bill Warrant was signed.

New Business: A discussion in regards to upcoming vacation time being taken. Luanne informed the board that she will be out of the office on Thursday January 16th. She will also be taking vacation from Wednesday February 26th thru Thursday, March 6th and returning back in the office on Monday, March 10th. The Board is fine with this as this is vacation time that she has accrued and is entitled to. A message will be left on the answering service and notice of the closed hours will be posted on the office door.

FY15 budgets were submitted in December but on December 18th a memo was sent informing all departments to submit a new budget with a 2% expense and salary decrease. This was done and the board reviewed the changes and Luanne will forward the new budgets on to the Advisory Board and Town Coordinator.

The memo also suggested sending a list of activities or daily log for 6 – 8 weeks of office activity. The Board discussed this and agreed this would cut into time spent and if any questions arise about what is done in the office the Board would be happy to send a letter.

Also, with this memo was a capital planning request. The board was informed that the only thing the department is looking for is a vehicle to replace the one that is no longer “road worthy”. It was discussed about asking Light & Water but John Driscoll has been contacted and he stated they no longer turn their vehicles over to the town. Other options were discussed with the town coordinator and Luanne will follow-up with him. A vehicle is much needed as the board is going out doing cyclical work. No capital request will be submitted.

The board was handed out information in regards to the Conflict of Interest Laws and Open Meeting Guidelines. Also, a website that they need to review for Municipal Employee On-Line Training Program and once completed, print a Certificate that will need to be forwarded on to the Town Clerk. Two acknowledgement forms, one from each handout, will need to be signed and also forwarded on to the Town Clerk. There is a January 30, 2014 deadline for this paperwork.

Luanne informed the board at the Monday evening BOS meeting; the board approved the taking of Victoria Lane, Gary Road and Mitchell Road. Once the deed has been filed she will inform Jeff Ritter, Town Coordinator and the Planning Board so that they can release the remainder of the bond to Benjamin Builders. Luanne also contacted the Planning Board in regards to the open space being deeded over to the town. She will work with them, Benjamin Builders and Camelback Development LLC to get this deeded to the town. To follow-up with the board.

John discussed with the board about getting information for the office in regards to the Historic districts in the town. They are in the process of re-identifying houses for the state. He expressed concerns about the amount of time that would need to be spent getting this information and reimbursing our office for the work done for the Historic Commission. It was discussed and Luanne will keep track of the time and update the board. There should be no issue getting the information as long as it is not needed right away. John said this is ongoing and we will work together in getting this done.

Old Business: Brad questioned the status of the ATB case the office has pending. Luanne will check with Jeff Ritter to see if he has heard from Town Counsel and update the board at the next meeting.

A motion was made to go into Executive Session at 2:55 p.m. The reason for this session is to review and sign FY14 Exemption Applications.

A motion was made to come out of Executive Session at 2:58 p.m.

In Executive Session the following took place: 3 - Clause 17D Exemptions were approved

1– Clause 41C Exemptions were approved

A motion was made to adjourn @ 3:07 p.m.

Respectfully submitted.