

Minutes of the Meeting of June 5, 2007

Call to Order:

Meeting called to order at 1:35 p.m.

Members Present:

J. Sambor, Chairman; J. Dean-Wing; D. DiLorenzo

Others Present:

S. McNamara, Assistant Assessor; L. Cameron, Secretary

Sign:

The Board signed the monthly report, vouchers, reimbursement for FY07 exemptions.

J. Sambor made a motion to accept the May 7, 2007 minutes as written; D. DiLorenzo seconded the motion; vote was unanimous.

J. Sambor requested a memo be sent to the Town Accountant and to the Finance Committee stating that at the May 7th meeting, the Board of Selectman stated the Town Accountant and FinCom was looking to outsource inspections as well as Assessors duties. The Board of Assessors would like to know exactly what information they are requesting.

Old Business:

Computer Service Contract: Mark Morton feels it would not be worth the money paying for the service contract, and advises the Board not to renew the contract.

Memos: In response to several BOS and Executive Secretary memos received, D. DiLorenzo raised the question regarding the inspection log, who would decipher the log? J. Dean-Wing feels the log should have more info to portray an accurate picture. The BOA states they never agreed to a weekly log and instructed S. McNamara to print the monthly report as agreed upon.

Regarding a vault at the Town Hall, the Executive Secretary stated there is a fireproof file cabinet available if the BOA would like to use this – the Board stated it wouldn't fit in the office. The Board feels the Town records should be kept in a vault. D. DiLorenzo stated that this is a requirement for an Assessors office. J. Dean-Wing suggests putting in a request to Capital Planning.

J. Dean-Wing would like to contact Town Counsel for advice on several issues, including (1) when the Assistant Assessor is required to recuse herself from BOA meetings, (2) The BOA role in running the office. The Board agreed to make up a list of questions for the next meeting.

The Board requested a memo be sent to the Treasurer asking for copies of past timesheets.

New Business:

Correspondence: J. Sambor signed the payroll change notices for the BOA office.

Survey of Other Towns: J. Sambor asked S. McNamara to call surrounding towns asking if any other Assessors office provides an inspection log to the Board of Selectman. Fourteen towns were called; no other town is required to report this to the BOS.

Meeting adjourned at 2:25 PM; next meeting set for July 17 at 1:30

Respectfully submitted,

Laura Cameron

Judith Sambor

Dorothy DiLorenzo

Jennifer Dean-Wing

Signed and Approved July 18, 2007