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Select Board:

Duncan Bond

David W. Lunt

Pat McEachron

Robert Roxby

Robert Stuart

**Accepted on 3-5-2012 Assessor Meeting Minutes**

 **February 6, 2012**

**Submitted By:**

Rebecca Lenfestey, Admin. Assistant

March 5, 2012

**Call To Order**

The meeting was called to order at 6:45pm on Monday February 6, 2012 by serving chair person Robert Stuart via Skype. Select board/Assessor members present via Skype, Robert Roxby, Rob Stuart, Duncan Bond, and Pat McEachron. Present also Davey Lunt. Administrative Assistant Rebecca Lenfestey was present and, Town Administrator Michael Colleran was present via Skype and no members of the public were present.

1. MINUTES-

RL provides the Assessors with a copy of minutes from the previous meeting asking if they would like her to keep record of the meetings. Unanimous approval if RL is willing to take minutes. Minutes approved for February 6, 2012.

1. Old Business-
2. None
3. New Business
4. The board was given copies of the 2 “Abatement” Requests that have come in. They were not formal requests with a reason. MC reports to the Assessors what is to be included with such a request. MC is to type an informational guide to requesting abatements and provide it to those that have shown an interest in asking for one. If any requests come in they will be reviewed at a meeting.
5. For accounting purposes the Tax Collector and Treasurer need to know how to handle past interest charged on previous year tax bills and how they are calculated if the town did not approve an interest rate at town meeting. It was decided that the board will not refund money that has been paid in. RS has understood that this is the only year in question and the Assessors should stand by that. PM suggests that someone go through town meeting minutes to verify that information. RL to send copies of the town meeting minutes to MC and discuss at the next meeting.
6. ADMINISTRATIVE
7. MAIL- Assessors were emailed all mail items via email. Mail items are in the select board binder for the time being, and copies are on the computer.
8. Homestead Exemption- All homestead exemption applications that come in are to go in the Assessor folder and will be discussed at a meeting closer to the time of Assessment for 2012 in the Spring.
9. Long Island Congregational Church Application and Information has come in to the Assessors this is to be placed in the Assessor folder as well to be viewed and considered at the time of Assessment for 2012.
10. OTHER BUSINESS
11. None
12. Adjourned.-

Motion to adjourn DB 1st, DWL 2nd, adjourned at 7:15 pm.

 Next Meeting Monday March 5, 2012.