

Assessors Meeting Minutes  
December 19, 2012

Meeting was held on Wednesday December 19, 2012 and called to order at 6:35 p.m. by Sandy Lilly  
Present: Sandy Lilly (SL), Wayne Gardner (WG), Jennifer Morse (JM)  
Absent: Peter Wiitanen (PW)

**Meeting Minutes:** A motion was made by WG and seconded by SL to accept the meeting minutes from November 26, 2012. *Unanimous* A motion was made by SL and seconded by WG to accept the meeting minutes from December 3, 2012. *Unanimous*

**Signatures:** All documents were signed by WG and SL unless otherwise noted

Payment Voucher – Greenfield Recorder \$19.89 Tax Classification Hearing Ad Signed by SL  
Chapter 61B Lien – Stephen and Victoria Worth  
Form of List Notification for FY2014. This document is to be hung at the Post Office and at the Town Hall to notify citizens about Form of Lists which will be mailed in early January. SL to take document to the Post Office to hang.

**Old Business: None**

**New Business:**

Patricia Libby/Kim Reardon Property – WG and SL both received phone calls from property owner. Samuel walked the perimeter of the house to measure and the property owner's dogs became upset and did damage to the inside of the house. SL visited with property owner and assured them that they will be added to the "do not visit without permission list". Property owner also upset that an Assessor was walking their property this summer looking for property pins. During the visit the property owner had questions regarding their map and property card including the assessment of their basement. SL to follow up with property owner.

A motion was made by SL and seconded by WG that NO Assessor goes on any property without permission from the landowner. *Unanimous*

Email from David King - JM received an email from property owner regarding a missed appointment for a cyclical visit. JM to contact Samuel on the status and then will send a response to the email to the property owner. Follow up at the next meeting.

Status of Tax Rate/Procedures for FY 2014 - DOR has all forms submitted as of today and should be approved shortly. JM spent a good part of the day getting the data to Point for the conversion of tax bills. JM had a conversation with Laura Blakesley about the setting of the tax rate and the role of the different departments wanting to have the tax rate for FY14 set by early December. JM found a document from the DOR that states each role and the target dates for certification. JM to distribute the document to all boards.

Fire Department Maps/911 Updates- JM to contact PW regarding the maps brought in by Fire Chief.

**Other: Next Meeting**

A motion was made by SL and seconded by WG to adjourn the meeting at 7:15 p.m. and to go into Executive Session for Exemptions and not to return to the regular meeting. *SL- Yes, WG- Yes*

*Approved: 1/7/13*