

Assessors Meeting Minutes
March 20, 2017

The meeting was held on Monday March 20, 2017 and called to order at 6:00 p.m. by Donna Sarro

Present: Donna Sarro (DS), Amy Shapiro (AS), Jennifer Morse (JM)

Absent: George Stephan

Job Description and Request for 19 Hours in Fiscal Year 2018

Reviewed Job Description prior to 2010 which was a 19 hour a week position.

Reviewed Job Description created in 2010

JM stated that the job description first reviewed is more in sync with the job being done. JM created a list of duties not included in that job description and a list of tasks that need to be completed but time restraints don't allow completion.

Discussion on the position and time restraints. The board decided to create a document to share with the Board of Selectmen and Finance Committee. The board agreed to only seek 19 hours at this time and not the desired 20 hours.

JM will get the total number of parcels from some similar sized towns to include in the document showing the hours worked by other assessor's offices.

A motion was made and seconded to adjourn the meeting at 7:35 p.m. Unanimous.

Respectfully Submitted:

Jennifer Morse

March 21, 2017

Approved: 4/4/17 Vote: 2-0-1