



Board of Assessors'

Meeting Minutes

Thursday, January 12, 2023

Chairman Robert G. Cocks, Jr. called the meeting to order at 4:02 PM in the Assessors Office. Present was Board Member Caroline B. Akins and Town Assessor Amy Gow.

1. Regular Business

- Meeting Minutes from November 10, 2022 and November 16, 2022 were reviewed and unanimously approved.
- Departmental Expenditures from November 11, 2022 thru January 12, 2023 were reviewed.

2. Warrants

- Warrant for 2022 Boat Commitment #98 was reviewed and endorsed.
- Warrant for 2022 Motor Vehicle Excise Commitment #6 was reviewed and endorsed.
- Warrant for FY2023 Actual Real Estate Commitment was reviewed and endorsed.
- Warrant for FY2023 Actual Personal Property Commitment was reviewed and endorsed.

3. Overlay

The Board reviewed and discussed the Town Assessors Overlay balances thru June 30, 2022 and the DOR Schedule OL-1 for FY2023.

4. Assessor Clerk Position

The Board reviewed and discussed the current Assessor Clerk job posting and the recently completed Non-Union Classification and Compensation Report. Amy Gow will rewrite the job posting for review of the Board, and Bob Cocks will contact the Personnel Board to ask for a joint meeting to discuss the Assessor Clerk grade and job title.

5. Town Assessor Updates

- The Board discussed vacant properties on Farm Street.
- The Board requested the Assessors' Office start tracking taxpayers who have changed their primary residence to a different state, but still own a house in Dover.

6. Next Meeting

The next meeting is scheduled for Thursday, February 9, 2023 at 4:00 PM..

At 5:10 PM, it was moved by Robert G. Cocks, Jr. and seconded by Caroline B. Akins to adjourn the meeting to enter into executive session to discuss, review and sign statutory exemptions, all Clauses found under M.G.L. Chapter 59, Section 5, as an open meeting may have detrimental effects of the bargaining of litigation positions of the public body, not to return to open session. With two members voting, the motion was approved, 2-0.

[EXECUTIVE SESSION MINUTES KEPT SEPARATELY]

Documents and Exhibits Used During this Meeting:

- Meeting Minutes of November 10, 2022 & November 16, 2022
- Departmental Expenditures from November 11, 2022 thru January 12, 2023
- Warrant for 2022 Boat Commitment #98
- Warrant for 2022 Motor Vehicle Excise Commitment #6
- Warrant for FY2023 Actual Real Estate Commitment
- Warrant for FY2023 Actual Personal Property Commitment
- Town Assessors Overlay yearly balances thru June 30, 2022
- DOR Schedule OL-1 for FY2023
- Assessor Clerk job posting
- Non-Union Classification and Compensation Report