



Board of Assessors'

Meeting Minutes

Tuesday, June 6, 2023

Chairman Robert G. Cocks, Jr. called the meeting to order at 3:20 PM in the Assessors' Office. Present were Board Members Charles W. Long and Caroline B. Akins, and Town Assessor Amy Gow.

1. Regular Business

- Meeting Minutes from May 11, 2023 were reviewed and unanimously approved.
- Departmental Expenditures from May 12, 2023 thru June 6, 2023 were reviewed.

2. Warrants

- Warrant for 2023 Motor Vehicle Excise Commitment #3 was reviewed and endorsed.

3. Town Assessor Performance Appraisal

- The Board reviewed and unanimously approved the Town Assessor Performance Appraisal for 2023.

4. Year End Items

- Caroline (Bonnie) Akins was elected to the position of Chairman of the Board for FY2024.
- By unanimous vote, Amy Gow was reappointed Town Assessor for FY2024.
- An Employment Agreement for FY2024 was endorsed by the Town Assessor and the Board of Assessors.
- By unanimous vote, the Board of Assessors Authorizes the Town Assessor, Amy Gow, to sign all documents in Gateway for the valuation and tax rate setting process for FY2024.
- By unanimous vote, the Board of Assessors authorizes the Assessor Office to approve Motor Vehicle Abatements in FY2024.
- By unanimous vote, the Board of Assessors authorizes Amy Gow to Encumber \$8,700 for Property Valuations by Patriot Properties, and \$30.78 for Office Supplies from W. B. Mason, and to sign any and all year end forms.

5. Town Assessor Updates

- The Town Assessor went over how neighboring towns value Excess Land.
- Individual MAAO Membership.
- Town has hired Michael Blanchard as new Town Administrator.
- Timeline for training on Harpers Payroll Service.

6. Next Meeting

- The next meeting is scheduled for Thursday, September 14, at 4:00 PM.

At 4:00 PM, it was moved by Robert G. Cocks, Jr. and seconded by Caroline B. Akins to adjourn the meeting. With three members voting, the motion was approved 3-0.

Documents and Exhibits Used During this Meeting:

- Meeting Minutes of May 11, 2023
- Departmental Expenditures from May 12, 2023 thru June 6, 2023
- Warrant for 2023 Motor Vehicle Excise Commitment #3
- Town Assessor 2023 Performance Appraisal
- Town Assessor FY2024 Employment Agreement
- Motor Vehicle Excise Abatement Authorization Letter