

**Minutes of Meeting of The Board of Assessors  
June 3, 2011**

The meeting was called to order at 10:00 a.m. Present at the meeting were Anne Dunn, Nancy Shea, and Andrew MacInniss of the Board, and James Judge, Assistant Assessor. The Board was also joined by John LaBrache, Treasurer.

The Board reviewed and approved the minutes of the meeting of May 13, 2011, with typographical amendments.

The Board reviewed a memorandum from Mr. LaBrache requesting that the Board release \$20,000 to the Overlay Surplus Account, to be used to fund the FY 2012 Capital Plan. (Memorandum of June 2, 2011 attached hereto.) Mr. Judge suggested that the Board could release the entire Overlay balance for FY 2005 – which is \$97,661.91 – because all issues for that year are resolved and there is no need for the Board to retain those funds. Upon questioning from Ms. Shea, Mr. LaBrache explained that the warrant for Town Meeting contains an article that would appropriate \$20,000 of Overlay Surplus to the Capital Fund. Ms. Dunn noted that there was no financial reason for the BOA to retain any of the 2005 Overlay.

On motion made by Ms. Shea and seconded by Mr. MacInniss, the Board voted unanimously to release \$97,661.91 from the FY 2005 Overlay to Overlay Surplus.

The Board reviewed and approved office bills. Among these was the bill from Vision, our assessment software provider, in the amount of \$4750. Mr. Judge reported that Vision had agreed to host the on-line public access to the Vision database for FY 2012 at no charge to the Town.

The Board reviewed and signed Motor Vehicle and Boat commitments.

The Board reviewed for informational purposes an application for a charitable exemption by the Wetlands Trust, Inc. for a parcel at Map 72, Lot 33.

The Board executed liens on several agricultural properties, and approved a roll-back penalty for land being removed from agricultural use.

The Board discussed and approved a Clause 41A property tax deferral.

The Board discussed and agreed to a procedure presented by Ms. Dunn for preparing and posting the agendas for the BOA meetings. Ms. Dunn asked that an item for New Business be placed on each agenda. It was also agreed that the Budget Report should be a standard item on each agenda.

Mr. Judge reported that the internal posting of the part-time position in the BOA office will take place during the 2<sup>nd</sup> or 3<sup>rd</sup> week of June. If no qualified applicant appears

from that posting, then an external posting will occur during the last week of June. Mr. Judge stated that the Board will have the opportunity to review all applications received in the response to such a posting. Ms. Dunn asked Mr. Judge to keep the Board apprised of how the process is proceeding by e-mail to the Board members.

Ms. Dunn noted that Ms. Shea has requested that the BOA hold an Executive Session at its next meeting. The next meeting of the Board was scheduled for Wednesday June 29<sup>th</sup> at 4:30 p.m.

The meeting was adjourned at 10:45 a.m.

Respectfully submitted,

Nancy C. Shea