

MINUTES OF THE BOARD OF ASSESSORS  
September 23, 2011

The meeting was called to order at 10 a.m. Present at the meeting were Anne Dunn, Nancy Shea, and Andrew MacInnis of the Board.

The Board reviewed and acted upon applications for exemptions.

Upon motion made and seconded, the Board approved the minutes of the meeting of July 15, 2011.

The Board reviewed and approved office bills and motor vehicle commitments.

The Board signed the CPI Form submitted to the Department of Revenue.

The Board received the monthly budget report.

The Board reviewed a proposed settlement offer from AT&T Wireless regarding AT&T's challenge to assessments for previous years. After discussion, the Board approved the settlement.

Mr. James Judge, Assistant Assessors, joined the meeting. He told the Board that he has arranged for a week-long course covering the fundamentals of the assessors' office work (Course 200) to be held here in Kingston. New staff will attend this course, and the Town will save on travel expenses for training.

Mr. Judge also stated that the Board of Selectmen is prepared to hold the annual classification hearing on Tuesday, October 11<sup>th</sup>. He asked if this was agreeable to the BOA. Ms. Dunn noted that we will need to prepare documentation regarding excess levy capacity to present to the BOS at this hearing. Mr. Judge stated that he would have the draft figures prepared in advance for the Board's review.

The Board scheduled its next meeting for Tuesday, Oct. 11 at 6:30 p.m., to be followed by a joint meeting with the BOS for the classification hearing, at approximately 7:00 p.m.

The meeting was adjourned at 10:40 a.m.

Respectfully submitted,

Nancy C. Shea