The Board of Assessors meeting was called to order on Wednesday, April 1, 2015 at 6:00 p.m. Present were Chairman McCarthy, Clerk Smith, Member Stetson. Principal Assessor Donahue was not in attendance. Also present were Donna Cotter, Head Administrative Secretary, Jean Upton, Head Secretary and Darlene Green.

The Board of Assessors reviewed the mail folder.

The Board of Assessors reviewed and signed the payroll for the week ending 4/4/15.

The Assessors signed 1 CPA Tax Exemption application.

The Board signed the monthly list of Motor Vehicle abatements for March 2015.

The Assessors signed the monthly list of Real Estate Exemptions/CPA abatements for March 2015.

The Board approved 3 Real Estate abatement applications for FY2015. The abatement certificates will be signed at the meeting of April 15, 2015.

The Board of Assessors approved and signed an abatement in full for 1 Motor Vehicle Excise Tax deemed uncollectible.

A motion was made to accept the Annual Town Report as written and all members were in favor.

The clerical staff met with the Board of Assessors to discuss office procedures & polices. Member Stetson made a motion to strike some language from the draft of the March 4, 2015 minutes. All Members were in favor. The Board approved the amended minutes.

There was a discussion regarding having Jean Upton, Head Secretary, attend the Board of Assessors meetings and be the recording secretary. Chairman McCarthy was not in favor as he feels the office should be staffed until 7:00 p.m. for the town residents. No vote was taken.

The meeting was adjourned at 7:00 p.m.

Respectfully submitted,

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Cheryl A. Smith,

Clerk

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