

The Board of Assessors met on Wednesday, June 21, 2017 at 6:00 p.m.

Present were: Chairman McCarthy, Clerk Smith, Member Bunker and Principal Assessor Donahue.

The Board of Assessors reviewed the mail folder.

The Board reviewed and accepted the minutes of 6/7/17.

The Board of Assessors signed the payroll for the period ending June 24, 2017.

The Assessors reviewed and signed the warrant in the amount of \$348.45.

The Board signed (1) Real Estate abatement application and certificate for 45/041.

The Assessors signed the monthly list of Real Estate/Personal Property abatements for May 2017.

The Board of Assessors granted Head Administrative Secretary, Ms. Cotter's vacation schedule as submitted. The Board also approved the request from Ms. Upton, Head Secretary to be able to carry over 6 vacation days with the understanding that they be taken on or before December 31, 2017.

A motion was made by Member Smith to adjourn the meeting at 6:35 p.m. The motion was seconded by Chairman McCarthy. The vote 3-0-0, all members were in favor.

I certify that the minutes of this meeting are true and accurate to the best of my recollection.

Respectfully submitted,

Cheryl A. Smith,
Clerk