

The Board of Assessors met on Wednesday, November 23, 2016 at 10:00 a.m. Member Stetson made a motion to conduct a telephonic meeting with Chairman McCarthy, the motion was seconded by Clerk Smith. The vote was 2-0-0. Principal Assessor Donahue was also present at the meeting.

The Board members reviewed the mail folder.

The Board members reviewed and signed the warrant for Patriot Properties in the amount of \$4,250.00, as part of their responsibility to assist with the interim year certification for FY17. The total contract with Patriot Properties is \$20,000.00.

The Assessors signed (2) Fiscal Year 2016 Real Estate abatement certificates for the offer that was accepted by the applicant for withdrawing his two pending ATB cases. The Applicant signed the withdrawal forms that were submitted to the Appellate Tax Board.

The Board signed the Senior Tax Work Off payroll sheet in the amount of \$25,736.00.

The Board of Assessors reviewed and signed numerous FY18 Chapter Land applications.

The Board of Assessors discussed and voted unanimously to sign the Principal Assessor's yearly contract.

A motion was made by Member Stetson to authorize the Principal Assessor to electronically sign the Board of Assessor's signature to all relevant tax rate forms in Gateway and to submit the same to the Department of Revenue. The motion was seconded by Clerk Smith. The vote: Unanimous.

The minutes of 11/2/16 were accepted and filed.

The meeting was adjourned at 10:25 a.m.

Respectfully submitted,

Cheryl A. Smith,
Clerk