

# **Board of Assessors Minutes**

**7-1-2021**

1. Brought meeting to order 6:28 pm. Computer/Zoom issues delayed start of meeting.
2. Present: Rebecca Dono Healy, Tom Martiska, Van Baker, Paul O'Connor
3. Read Prior meeting's minutes.
  - a. Motion to waive the reading of the minutes was made by Rebecca.
  - b. Seconded by Tom
  - c. Vote 3 – 0 in favor of waiving reading of the minutes till next week.
4. Personnel status / changes
  - a. Van presented 5 choices for re-organizing the department staffing structure.
    - i. 2 Person Office; Admin and Principal
    - ii. 1 Person Office; Clerk and Outsource
    - iii. Status Quo structure; Clerk, Admin, & Principal
    - iv. 2 Person Office; Clerk, Principal, & Outsource
    - v. 2 Person Office; Clerk, Admin, & Outsource
  - b. Board will start by focusing on 2 Person office; strong Clerk and Principal
5. Project Status Updates
  - a. Supplemental tax bills
    - i. Have been sent out.
    - ii. There were 16 Supplemental bills mailed out.
  - b. Job Description Review
    - i. Board reviewed the spreadsheet
    - ii. Admin duties spread between Principal and Clerk, possibly making Clerk a grade 6 in the future.
6. General Updates/Status
7. Executive Session to discuss abatement
  - a. Executive not required.
  - b. Paul updated BOA that two 8 05 58 Requesting authority to abate have been filed with the DLS.
8. Meeting adjourned at 7:07 pm.
  - a. Motion: Rebecca.
  - b. Seconded by Tom.
  - c. Vote 3 – 0 in favor.
9. Next regular monthly meeting will be: August 2, 2021