

**Minutes**  
**Board of Assessors**

**October 3, 2011**

Assessor's Office, Town Hall

The meeting opened on October 3, 2011 at 09:00 am in the Assessors Office, Town Hall. In attendance were Michael Coffey, Susan Smith, Maureen Bolger, Jeff Sauer, David McMullen

Agenda Items:

- A/P Vouchers were signed.
- MVE warrant for commitment 5 and 5a in 2011 were signed.
- MVE Monthly Abatement report was signed.
- Time cards since last meeting were reviewed
- August and September meeting minutes were approved
- Chapter Liens were signed and notarized.
- The procedure for the Classification Hearing was discussed. Mike will attend the meeting if Maureen cannot.
- Mr. David McMullen presented the Board with an appraisal for the property on 18 River Road which has an ATB Hearing on 10/17/2011. Mr. McMullen asked the Board to consider the appraisal in valuing the property.
- The sewer lien entry process and schedule was discussed. No spreadsheet is available this year as it was last year. Entry will be done from reports produced by the DPW.
- The status of updating the Data Collection Manual was discussed. More time is need to complete the work.
- No capital projects need to be considered.

Mike motioned for meeting to be adjourned. Sue seconded. Meeting adjourned at 10:15