

Town of Wakefield Board of Assessors Meeting

MINUTES

January 5, 2024

Members present: Rosemary Stewart & Relf Fogg

Also present: Dino Scala – Town Administrator; Angie Nichols – Tax Collector; Steve Hamilton – Whitney Consulting Group; Ben Heller – Whitney Consulting Group

Meeting called to order 9:32AM by Rosemary Stewart who led those present in the Pledge of Allegiance

Appointments: None

Unscheduled Matters/Public Comment: None

Old Business: Report from Town Administrator Dino Scala regarding applicants for the open Assessing Technician position. Reported 3 current applicants with a 4th expected.

New Business: Discussion on deed transfers and change of mailing address form. Approximately 1-2 days worth of deeds to still be processed. Change mailing addresses as needed. Post new change of mailing address form to web and send to various departments. Discussion on priorities of office – top priority – assisting taxpayers and public. Discussion on transitioning the potential new hire, improving and accelerating revaluation communication with public, develop in-office procedures and improve external communications. Discussion to hold weekly meeting with tax collector to ensure good communication, develop and implement procedures for inter department items.

Correspondence: None

Administrative Matters:

- a) Intent to Cut Form: Map 43 Lot 3 & Map 35 Lot 11 – confirmed back taxes paid; motioned to approve by Ms. Stewart, seconded by Mr. Fogg. Motion carried.
- b) Board Minutes: November 3rd & November 9th, 2023 meeting minutes
 - a. Motioned to approve November 3 minutes by Mr. Fogg, seconded by Ms. Stewart. Motion carried.
 - b. Motion to approve November 9 minutes by Ms. Stewart, seconded by Mr. Fogg. Motion carried.

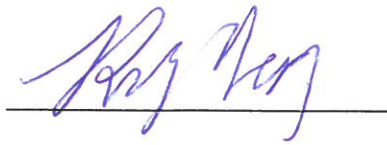
Motion to adjourn by Mr. Fogg, seconded by Ms. Stewart. Motion carried at 11:07 AM

Respectfully Submitted,

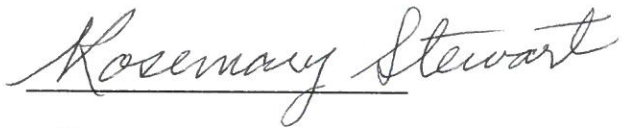
Ben Heller

Assessing Technician – Whitney Consulting Group

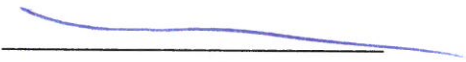
Approval of Minutes:

A handwritten signature in blue ink, appearing to read "Rosemary Stewart", written over a horizontal line.

Rosemary Stewart

A handwritten signature in black ink, reading "Relf Fogg", written over a horizontal line.

Relf Fogg

A handwritten signature in blue ink, appearing to read "Kenneth Paul", written over a horizontal line.

Kenneth Paul