

**Board of Assessors**  
**August 23, 2018**

**Members Present:** Kenneth Paul, Chairperson; Dennis Tyler; Rosemary Stewart and Cynthia Bickford, Assessing Technician.

Mr. Paul called the meeting to order at 8:00 a.m. and led those present to participate in the Pledge of Allegiance.

Also present: Kelley Collins, Town Administrator; Connie Twombly, Selectperson Liaison; David Lee and Donna Martin, videotaping.

**Appointments – (a) None.**

**Unscheduled Matters/Public Comment – None.**

**New Business – 2019 Proposed Budget.** The Board reviewed the proposed budget. The Tax Map Maintenance Contract has increased \$150.00 (which includes an additional large colored zoning map and an 11X17 color map to reproduce in the office). The salary line was increased by 3% (which was a recommendation from both the Chairperson and Town Administrator). Ms. Bickford reminded the Board the Selectmen make the final decision on salaries. There will also be a new legal line which will cover legal expenses for the Assessing Office in the amount of \$3,000.00. In the past there was one legal line under administration and we are now separating this out to each individual department to track what each department is using for legal services.

The budget will be presented to the Town Administrator next week.

**Old Business – None.**

**Correspondence – None.**

**Administrative Matters. (a) Intent to Cut Forms. None.**

**(b) Timber Warrant.** The Board reviewed a Timber Tax Warrant in the amount of \$1,877.04 for Wakefield Tax Map 161, Lot 1. Mrs. Stewart moved to approve the Timber Tax Warrant for Map 161, lot 1. Mr. Tyler seconded the motion, which passed 3-0.

**(c) Land Use Change Tax Warrant.** This item is not on the agenda. The office sent a letter requesting an updated current use map for Wakefield Tax Map 159, Lot 23, the office believes the curtilage exceeds the acreage not in current use. No response was received from the owner. Mr. Wood calculated a land use change tax in the amount of \$2,390.00 to remove the remaining 10.057 acres from current use.

**Board of Assessors**

**August 23, 2018**

**Page 2**

Mrs. Stewart moved to approve the LUCT Warrant in the amount of \$2,390.00 for Wakefield Tax Map 159, Lot 23. Mr. Tyler seconded the motion, which passed 3-0.

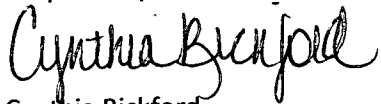
**(d) Board Minutes July 19, 2018.** The Board moved to table the minutes of July 19, 2018 to the next scheduled meeting.

**(e) Non-Public Session:** None.

**Unscheduled Matters/Public Comment** – Ms. Bickford asked the Board to change next months scheduled meeting from Thursday, September 20, 2018 to Tuesday, September 18, 2018 in order for the Board to meet with Rod Wood, Contracted Assessor regarding the update. The Board agreed to change the meeting date and Ms. Bickford will post the meeting information on the website.

**Adjournment** – There being no further business, Mr. Tyler moved to adjourn at 8:1500 a.m. Mrs. Stewart seconded the motion, which passed 3-0.

Respectfully Submitted,



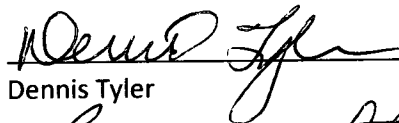
Cynthia Bickford

Assessing Technician

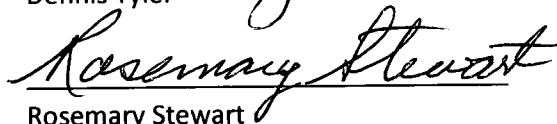
Approval of Minutes:

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Kenneth S Paul, Chairperson



Dennis Tyler



Rosemary Stewart