

BOARD OF ASSESSORS - TOWN OF PEMBROKE
MINUTES –August 19, 2019 – 5:30 pm meeting

Present:

Board Members

Elizabeth Bates, MAA, Chair

Elaine Boidi, MAA, Member

Catherine M. Salmon, MAA, Chief Assessor/Appraiser

Items Signed:

Monthly Report of Abatements

Motor Vehicle Tax Commitment

Betterment Warrant

Appointments: none.

E. Boidi motions to open the meeting at 5:35 p.m. E. Bates 2nds. All in favor.

Monthly Report of Abatements signed.

Motor Vehicle Tax Commitment signed.

Betterment Warrant signed

E. Boidi motions to accept minutes of the 7-15-19 BOA meeting. E. Bates 2nds. All in favor.

Under new business, the part time Data Collector position will be advertised. Chief Assessor/Appraiser will notify Town Manager. Chief Assessor will advertise and interview candidates. CMS will make recommendation of final candidates to the Board of Assessors. BOA will select candidate and contact Town Manager for approval of their appointment.

Board signs authorization for Chief Assessor to sign on their behalf for all DOR-Gateway form submissions. CMS will upload signed authorization document into gateway for DOR review.

E. Boidi motions to adjourn the meeting at 6:20 p.m. E. Bates 2nds. All in favor.

September BOA meeting will be:

Monday September 16, 2019 5:30 p.m. at the Pembroke Town Hall