

**BOARD OF ASSESSORS - TOWN OF PEMBROKE**  
**MINUTES –December 2, 2019 – 5:30 pm meeting**

**Present:**

**Board Members**

Elizabeth Bates, MAA, Member

Mary Quill, MAA, Member

Catherine M. Salmon, MAA, Chief Assessor/Appraiser

**Items Signed:**

Monthly Report of Abatements

Chapter Property Applicants

Property Tax Exemptions

Chapter Land Applications

Partial Release of Rollback Liens – Ford

MVE Tax Commitment

**Appointments:** none.

M. Quill motions to open the meeting at 5:22 p.m. E. Bates 2nds. All in favor.

Review and acceptance of the minutes of the 10-7-19 and 10-29-19 meetings will be tabled until next meeting. M. Quill motions to accept the minutes of 11-4-19. E. Bates 2nds. All in favor

Review of Software license agreement paperwork from Patriot Properties. BOA will not sign as the department is already under contract through FY2023.  
CMS will provide copies of existing contract for review at next BOA meeting.

BOA reviews request from a taxpayer who works in public safety. BOA states that name can be suppressed on-line only for police, troopers, judges. All information in town hall is considered public documents and names cannot be suppressed. CMS will reach out to taxpayer to confirm if police/judge and if so will notify online support to suppress name.

Review of FY2021 budget. BOA signs letter to Town Manager and Town Accountant to revise previously submitted FY2021 budget to reflect change in Chief Assessor salary per contract. CMS will forward letter.

Review and discussion of Chapter Land applications. Melissa Duggan (Deloach) has filed on C10-6 and C10-4. Not all paperwork is complete. CMS will stamp BOA once paperwork finalized and determination can be made.

At 6:15 PM on a motion by M. Quill and seconded by E. Bates, the Board voted unanimously to go into executive session. The Board took up the consideration of a number of FY2020 Property Tax Exemption Applications. Upon completion of the executive session at 6:20 PM, M. Quill votes to affirm the votes in open session. E. Bates 2nds. All in favor.

If an applicant applies for property tax exemption and their property is held in trust, we can default to names trustee on deed to satisfy ownership requirement (as long as that person also has beneficial interest in property.)

At 6:22 p.m. M. Quill makes a motion to adjourn. E. Bates 2nds.

January BOA meetings will be:

Monday, January 6, 2020 5:30 p.m. at the Pembroke Town Hall  
Monday, January 27, 2020 5:30 p.m. at the Pembroke Town Hall