

**BOARD OF ASSESSORS - TOWN OF PEMBROKE**  
**MINUTES –September 28, 2020, 2020 – 5:30 pm meeting**

**Present:**            **Board Members**  
Mary Quill, MAA, Chairman  
Elaine Boidi, MAA, Member

Catherine M. Salmon, MAA, Chief Assessor/Appraiser

**Items Signed:**    Septic Betterment  
MVE Tax Commitment  
Chapter Land Applications

**Appointments:**   William Chenard, Town Manager

E. Boidi motions to open the meeting at 5:30 p.m.   M. Quill 2nds.   All in favor.

E. Boidi makes a motion to accept the minutes of the 2-10-2020, 3-9-2020, and 9-14-2020 BOA meetings.   MQ 2nds.   All in favor.

Discussion of the approach to value on the personal property 504 utility accounts.   No change in approach for Fiscal Year 2021.

E. Boidi motions to authorize Chief Assessor Catherine M. Salmon to sign and submit Gateway forms on their behalf.   M. Quill 2nds. All in favor.   CMS will upload their authorization to the DOR through Gateway.

Town Manager Bill Chenard and Town Accountant Mike Buckley join the meeting to discuss the Overlay account.   The Town Manager hopes to have the Overlay account amount increased over time to support a DOR recommended % of liability.   BOA is in agreement with this.   In previous Fiscal Years, the Town Accountant and BOA have worked cooperatively in setting the level of the overlay account to address potential items of concern for the town.   The Town Manager, Town Accountant, and BOA all agree to continue this cooperative effort.   The Town Manager and Town Accountant will provide the BOA with budget updates for FY2021 as they become available.

At 5:48 PM on a motion by E. Boidi and seconded by M. Quill, the Board voted unanimously to go into executive session.   The Board took up the consideration of a tax exemption application.   At 5:50 PM, E. Boidi votes to come out of executive session.   M. Quill 2nds.   All in favor.

At 5:52 p.m. E. Boidi makes a motion to adjourn.   M. Quill 2nds. All in favor

**October BOA meeting will be:**

**Monday, October 19, 2020   5:30 p.m. at the Pembroke Town Hall**