

**BOARD OF ASSESSORS - TOWN OF PEMBROKE**  
**MINUTES – October 17, 2022 – 5:30 pm meeting**

**Present:**

**Board Members**

Elaine Boidi, MAA, Member

Mary Quill, MAA, Member

Catherine M. Salmon, MAA, Chief Assessor/Appraiser

Jeanne Gigliotti, MAA, Assistant Assessor

**Items Signed:**

Monthly Report of Abatements

Property Tax Exemptions

**Appointments:**

Casey Driscoll, MAA, Principal Lister, applicant for Assistant Assessor

M. Quill opens the meeting at 5:30 p.m.

Monthly report of abatements reviewed and signed.

Tax Classification hearing with the Select Board will be held at the Pembroke Public Library on Wednesday October 26, 2022, at 7:00 p.m. M. Quill motions to have the Board of Assessors recommend a uniform tax rate. E. Boidi 2nds. All in favor. M. Quill motions to have the Board of Assessors recommend that the Select Board vote No on the Small Commercial Exemption. E. Boidi 2nds. All in favor.

At 5:54 PM on a motion by M. Quill and seconded by E. Boidi, the Board voted unanimously to go into executive session. The Board took up the consideration of a number of FY2023 Property Tax Exemption Applications. Upon completion of the executive session at 6:05 p.m., M. Quill motions to affirm the votes in open session. E. Boidi 2nds. All in favor.

CMS informs the BOA that the Assistant Assessor position was posted in-house per union contract. Principal Lister Casey Driscoll applied. Casey joins the meeting at 6:10 p.m. CMS asks Casey to speak to several pertinent information subjects. Casey discusses many of her past experiences that she believes will be beneficial to the role of the Assistant Assessor. Casey has worked in the department since 2018. She is experienced in the data collection and valuation of residential, commercial, and industrial properties. She is experienced in all software used in the assessing department including Patriot Properties, GIS Viewer, all Outlook programs, Power BI, and the town's Billing program. She understands the properties, programs, and processes in place in the Assessing department.

C. Salmon selects C. Driscoll to be the next Assistant Assessor. The Board supports the selection of C. Driscoll.

The department will need to send an RFP for CAMA system services for the FY2024 and beyond. CMS states that the RFP should go out in the next month and hopes to have a draft ready for the next BOA meeting.

M. Quill motions to adjourn at 6:25 p.m. E. Boidi 2nds. All in favor.

NOVEMBER	BOA MEETING	11-14-22	5:30 p.m.
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