***MINUTES OF MEETING----------------------------------------------------OCTOBER 19, 2022***

*Meeting called to order at 5:30 P.M. Assessor Chairman Kenneth O’Brien, Assessor Kevin Rudden, Assessor Susan Edmonds and Principal Assessor Jean Berthold are present. This meeting is being held in person, remote and being recorded. Roll call vote, Edmonds, aye, Rudden, aye, O’Brien, aye.*

*Motion made by Sue and seconded by Kevin to approve the minutes of August 10, 2022. Roll call vote, Edmonds, aye, Rudden, aye and O’Brien, aye.*

*The Board discusses the present and future location of the Assessor’s Office. Assessor Susan Edmonds discusses the meeting she, Jean, Lawney Tinio, Mike Goddard and Kimberly Newman attended on 9/28/2022. Sue advises that the needs of the Department were discussed including a customer service window, counter and ample room for confidential meetings with taxpayers. The current accommodations were discussed and what is needed to improve this temporary site which include a dehumidifier and some construction material removal. Sue advises that the requested items have been completed. The Principal Assessor advises that a couple of other concerns were presented to the Town Administrator just this week which include disconnecting a couple of the light fixtures as they present a severe glare and constructing some type of half door so the office cannot be accessed by visitors without permission. Sue advises that digitization of records was also discussed to eliminate the need for so many file cabinets. Jean advises that she discussed digitization with the person in charge of public records at the Attorney General’s office and ascertained that it is possible only after permission is given by the AG’s office and there is a confidential method of storing the material. Sue advises that our future location will not be ready until sometime in March of 2023 at the earliest. It is still not clear as to where that will be. Sue advised that the Town Administrator has purchased furniture and cabinets for this office which we have not seen. Ken states that he cannot understand how furniture and such were purchased without asking our needs. Ken questions if bids were requested for this continuing work as it appears that the work ceased due to the lack of adherence to the Procurement Laws. Jean advises that a request for bids was just posted on the Town website.*

*The Board discusses the approved Fiscal Year 2023 valuations. Jean advises that the median residential assessment will increase approximately 8.79%. Ken inquiries as to the Average Deviation which Jean advises is 96.7%. Jean advises that the FY2023 New Growth as been approved by the DOR at $347,922. The amount utilized for budget planning was $230,000.*

*Motion made by Kevin and seconded by Sue to adjourn the meeting at 6:30pm. Roll call vote, Kevin, aye, Sue, aye and Ken, aye.*

*Respectfully submitted,*

*Kevin Rudden, Clerk*

*MINUTES APPROVED: 2/27/2023*