***MINUTES OF MEETING-----------------------------------------------------------MAY 24, 2023***

*Meeting called to order at 5:41 P.M. 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, Rudden, aye, Edmonds, aye. Chairman Kenneth O’Brien is absent.*

*The Board will not reorganize without a full Board. Assessor Kevin Rudden will act as Chairman for this meeting.*

*Motion made by Sue and Kevin steps down as acting Chairman to reappoint Jean Berthold as Principal Assessor. Roll call vote, Edmonds, aye, Rudden, aye.*

*Motion made by Sue and Kevin steps down as acting Chairman to approve the minutes of March 30, 2023. Roll call vote, Edmonds, aye, Rudden, aye.*

*Motion made by Sue and Kevin steps down as acting Chairman to approve the Executive Session Minutes of March 30, 2023. Roll call vote, Edmonds, aye, Rudden, aye.*

*The Board will discuss the office renovations. Sue took lead on this and advises that they are moving along and should be completed very soon. The Select Board agreed to change the door to the office as the space is without a window and counter. The new door will be in two sections, allowing for the upper section to be open with the lower section locked. We have also requested a shelf on the lower section. The Select Board has advised that they intend to continue with further renovations opening up the wall which will permit the office to have a window and counter.*

*The Board discusses the Annual Town Report error in which last year’s report was included in this year’s edition. The Select Board’s Assistant has agreed the error was generated in her office and will, at least, correct the website. The Board agrees that next year we will request space enough to publish last year’s along with next year’s reports.*

*The Board discusses the unauthorized reduction in the Assessor’s FY2024 Overlay Budget number. The Board will request to be placed on the next Select Board’s & Finance Committee’s meeting agendas to discuss this further.*

*Principal Assessor Jean Berthold advises the Board that the Cyclical Inspection Program is progressing successfully. To date, there have not been any issues.*

*Motion made by Sue and Kevin steps down as acting Chairman to adjourn the meeting at 6:15pm. Roll call vote, Kevin, aye, Sue, aye.*

*Respectfully submitted,*

*Kevin Rudden, Clerk*

*MINUTES APPROVED: 11/15/2023*