

TOWN OF ROWE - BOARD OF ASSESSORS - MINUTES

Monday, January 4, 2021 – 9am (via Zoom Teleconference)

This meeting will be held via audio/video conference, consistent with Gov. Baker's temporary modifications to Open Meeting Law.

Present: Chair Rick Williams, Assessors Herb Butzke (remote) and Ellen Miller (remote)

Absent: Colleen Avallone, Assistant Assessor

1. **Call to Order:** Meeting was called to order by Chair Williams at 9:14am.
2. **Minutes:**
 - Minutes of Nov 11 (Reg & ES) and Dec 1 (Reg) were approved: Rick—aye, Herb—aye, Ellen—aye.
 - Minutes outstanding: Jun 30 (Reg & ES), Jul 21 (Reg), Aug 27 (Reg & ES), Sept 16 (Reg), Sep 22 (Reg), Sep 29 (Reg), Oct 7 (Reg), Dec 29 (Reg)
3. **Assistant Assessor Job Posting:** Title for the current staff position is Assistant Assessor. Colleen's last day of work will be the end of January. It was agreed that an Administrative Assistant job description better fits our needs. Reviewed and approved Administrative Assistant job description with starting rate of \$19/hour without Course 101 certification and \$20/hour with Course 101 certification: Rick—aye, Herb—aye, Ellen—aye. Job description requires that Course 101 certification must be obtained within 3 months of hire date if chosen candidate does not have Course 101 certification. Ellen will develop a job ad for the town's website and to run in The Recorder. The job description will also be posted on town's website.
4. **FY21 Budget/Payables:** Unanimously approved the payment of an invoice for CAI 3Q21 map maintenance for \$275.00 (Rick—aye, Herb—aye, Ellen—aye); and approved a reimbursement of \$37.20 for Rick Williams for postage (Herb—aye, Ellen—aye; Rick abstained).

| FY21 Acct | Acct # | 7-1-20 Approp | Curr Bal | Payroll/Payables | Amount | New Bal |
|-----------------------------------|--------------------------------|------------------|-------------|---|-----------------------|-------------|
| BOA Stipends | 01-141-5100-00000 | \$5,354 | \$4,015.49 | | | |
| Asst Assessor Wages | 01-141-5102-00000 | \$12,000 | \$10,941.90 | | | |
| BOA Operations | 01-141-5701-00000 | \$9,600 | \$2,144.03 | CAI 3Q21 Maintenance FNW: Postage Reimb. | \$ 275.00 \$ 37.20 | \$ 1,831.83 |
| ATB Consulting/ Legal Support | 03-141-5901-03166 | \$50,000 | \$15,532.82 | | | |
| Quint Reval – RES/CIP | 03-141-5902-03178 | \$1,600 | \$4,800 | | | |
| Quint Reval - YAEC | 03-141-5902-03179 | \$2,000 | \$6,000 | | | |
| Ann Updates - Hydro Valuations | 03-141-5902-03180 | \$14,000 | \$0 | | | |
| Ann Updates - T&D/ROW Values | 03-141-5902-03181 | \$5,000 | \$0 | | | |
| Assessors Overlay | 01-1-230-217, 218, 219, 220 | \$313,110 | \$313,110 | FY21 Recap | \$203,554 | \$512,100 |

5. **FY22 BOA Budget:** The Board voted unanimously (Rick—aye, Herb—aye, Ellen—aye) to submit a level fund preliminary budget for FY22. Rick will submit the BOA budget spreadsheet to Selectboard and Finance Committee.

6. FY21:

- a) **RE/PP Tax Abatement Applications:** Three abatement applications have been received. Deadline to act is Feb 16. Tabled applications to Feb 9 meeting. Need discussions with consultant and legal counsel before Feb 9 meeting.
- b) **Senior Tax Exemption Application:** Received an additional senior tax exemption application. Deadline to act is March 7. Tabled to Tues, Feb 9 meeting.

7. FY22:

- a) **Forms of List:** Power Company (GRH, Bear Swamp, National Grid) Forms of List and 38 D & F Requests for Information mailed on Dec 31. On Jan 4th Rick followed up via email to each company so they have electronic versions of documents.
- b) **FCCIP Building Permits - Nov 2020:** Reviewed the following permits. Property cards will be updated accordingly.

| Owner | Permit # | Address | Map/Lot | Project | Value |
|-----------------|-----------|------------|---------|-------------------------------|--------|
| Bershof, Nancee | R-20-0785 | 2 Dell Rd | 408-002 | Demolish existing sugar house | \$1500 |
| Boyd | G-20-0170 | 5 Stone Rd | 402-050 | New propane furnace | |

- 8. **"BOA Continuity of Operations Plan":** Received request from the Selectman that we prepare a continuity of operations plan due to the coronavirus pandemic. Tabled to Feb 9 meeting.

9. **Next Meeting:** Feb 9th, 9am

10. **Adjournment:** Board voted unanimously to adjourn the meeting at 9:57am (Rick—aye, Herb—aye, Ellen—aye).

Respectfully submitted,
Ellen B. Miller

Approved:

Frederick N. Williams 1-19-21
 Frederick N. Williams, Chair Date

Ellen B. Miller

Herbert G. Butzke