

**TOWN OF ROWE - BOARD OF ASSESSORS**  
**Meeting Minutes - Wednesday, July 10, 2019 – 12:30pm**  
**Rowe Town Hall – Assessors' Meeting Room**

---

**Present:** Ellen Miller and Herb Butzke; Rick Williams attended by phone

**Audience:** None

**Call to Order:** Chair Miller called the meeting to order at 12:33pm.

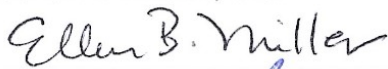
1. **Executive Session Under c.30A Sec. 21(a), Item 3:** At 12:35pm, by roll call (Ellen-aye, Herb-aye, and Rick-aye) the Assessors voted to enter into executive session under c. 30A, Sec. 21(a), Item 3 as the chair declared that an open meeting may have a detrimental effect on the bargaining or litigating position of the public body concerning FY19 real estate and personal property tax abatement applications, FY20 MGL 38D and 38F requests for information, and hydro-electric valuations going forward, and to reconvene in open session.
2. **Reconvene in Open Session:** At 12:51pm the Board reconvened in open session.
3. **Minutes:** June 12, June 20 and July 3 meeting minutes (regular & executive Session) were unanimously approved as submitted.
4. **FY19 Budget:**
  - a) **Payables:** Unanimously approved Baker Office Supply invoice for \$35.97. This will leave \$958.65 in BOA Operations for FY19.
  - b) **Close Out:** Unanimously approved the close-out of two accounts: 1) BOA FY18 Triennial Revaluation (bal \$120.31) and BOA Full Measure & List (bal \$1,453.00). Ellen will send a note to the Accountant on behalf of the Board.
5. **FY20 Budget:** Unanimously approved CAI Technologies 1Q20 maintenance invoice for \$275.00 and postage reimbursement for Sandy D for \$6.30—both from BOA Operations.
6. **FY20 Tax Rate:**
  - a) **Residential Property Reviews/Updates:** Duane will be here Sat. July 13 to perform inspections for all building permits issued 7/1/18 to 6/30/19. Rick will meet him at the TH.
  - b) **DLS Email:** FY20 BLS-LA13A (Amended New Growth) has been approved by Ryan Johnson.
7. **Assessors' Clerk:** The following items will be posted on the town website:
  - a) **Assistant Assessor Job Posting:** Reviewed/approved job posting (attached). Letters of interest with a resumé and references are due to the Assessors by Tues, July 23.
  - b) **Assistant Assessors Job Description:** Reviewed draft job description. Several changes were made. Document was unanimously approved as amended.
8. **Next Meeting:** Wed., July 24 at 9am.
9. **Adjourn:** Meeting was adjourned at 1:49pm.

Respectfully submitted,  
Ellen B. Miller

Approved:

  
Frederick N. Williams, Chair

7-24-19  
Date

  
Ellen B. Miller

  
Herbert G. Butzke