

Board of Assessors Meeting 4/28/2009

-Minutes-

Present: Cynthia Mitchell – Chair, Bob Mone, Michael Colaneri

Also Present: Kristina West – Principal Assessor.

- 1.) The Board signed Abutters Lists.
- 2.) The Board acted on 23 abatement applications. 5 were approved and 18 were denied.  
Cynthia Mitchell – Yes, Bob Mone – Yes, Michael Colaneri - Yes
- 3.) Bills were reviewed and signed.
- 4.) Motor Vehicle Abatements were approved and signed.  
Cynthia Mitchell – Yes, Bob Mone – Yes, Michael Colaneri - Yes
- 5.) Kristina reviewed the office process of pulling deeds from the registry website. The search criteria will be expanded in order to ensure all relevant filings are reviewed.
- 6.) Kristina showed the Board the site visit letter that will be sent to all properties we did not gain entry to. The survey on the back of the letter will enable taxpayers to tell us there property characteristics without a formal site visit. This will enable us to keep our information current and accurate. The letter was approved with one spelling correction.  
Cynthia Mitchell – Yes, Bob Mone – Yes, Michael Colaneri - Yes

Respectfully Submitted  
Kristina West – Principal Assessor

Approved: