

**BOARD OF ASSESSORS MINUTES, January 14, 2010 THURSDAY-6:00 p.m.
ASSESSORS OFFICE TOWN HALL**

Paul Sheehan, Chairman –Present
Lisa Annunziata, Vice Chairman –Present
Michael Crocker, Secretary – Present
Russell Washburn, Appraiser/Asst Assessor – Present
Marcia Nonni, Principal Clerk– Recording Secretary-Present

Paul Sheehan called the meeting to order at 6:03 p.m.

AGENDA #1

Russ Washburn gave the Board of Assessors a copy of the Fiscal Year 2011 budget to approve. Mr. Washburn informed the Board that the salaries of the staff has been already negotiated and approved. Mr. Washburn pointed out that with his departure the salary budget there would be a 5.9% drop in the salary portion of the budget. Contract Services would increase 1.5%, in Fiscal 2011. This is due to the Patriot Property contract that will increase 2.5% in FY 2001 and was approved and signed at the October 29, 2009 meeting. The Board of Assessors also felt that the new Assistant Assessor/Town Appraiser should start at a midway step in the salary group rather than at the lowest step.

AGENDA #2

Russ Washburn handed out the guidelines for the hiring for the new Town Appraiser. Mr. Washburn also recommended to the Board of Assessors that whoever is hired should be familiar with Commercial Mass Appraisal, assessing and Appellate Tax Board experience. Paul Sheehan felt that the Board of Assessors should review all the applications that were submitted to the Town of Burlington for the Assistant Assessor/Town Appraiser position so that the Board would be able to have an idea as to the qualifications of all the candidates. The applications will be initially submitted to the Human Resource Director Joanne Faust but Mr. Sheehan also felt that the Board of Assessors should be a part of the screening process.

AGENDA #3

The Board reviewed and approved the Annual Report.

Michael Crocker made a motion to accept the minutes of November 19, 2009. Lisa Annunziata seconded it. All were in favor and the minutes were accepted into the record.

Lisa Annunziata made a motion to adjourn the Meeting at 7:03 pm. Michael Crocker seconded it. All were in favor and the Motion passed. The Assessors Meeting adjourned at 7:03 pm.

_____ **BOARD OF ASSESSORS**

NEXT MEETING: January 28, 2010 6:00 pm