

PRESENT: Alan Gowell, chairman of the Board; Donna L. Goodale, member of the Board; Christopher Scott, member of the Board; Jo-Ann Resendes, Principal Assessor; Patti Roads, Principal Assessor

The chairman brought the zoom meeting to order at 10:00am.

Alan started a discussion about the board Zoom meetings being recorded, per James Hagerty request and asked if Jo Ann had found any previously recorded meetings. Jo Ann said she found a couple and would pass along once she connected them with the meeting minutes. Alan reached out to Adam Darrack who also said he could not find any board meetings saved anywhere. Chris asked who requested the recorded meetings and Alan said it was James Hagerty.

Patti updated the Board regarding office operations. She stated that she is immersed in her training, in addition to performing the Administrative duties of the department, such as, fielding calls, processing abatements, entering building permits, entering deeds, running reports, posting meetings, processing payroll, data entry, etc.

Patti let the Board know that we have one Chapter 61 application open, but that in lieu of Jo Ann working on getting data entry done so the tax rate can be set, that this application be looked at at the next Board meeting.

Patti Let the Board know that Cindy has been graciously answering questions when called upon by Patti and will meet Patti on Wednesday, 11/11 to do some training. Alan stated he was going to look into compensating Cindy for her time.

Patti updated the Board on the candidates for the Admin position and she and Donna have three candidates they are hoping to interview. Alan stated that per James request, we will hold off on interviewing candidates. Donna stated she wanted to start the interviews on Friday as we need to fill the position asap and Alan was going to follow up with James.

Jo Ann updated the Board that it is looking favorable to get the regular tax billing out and not have to do 3rd quarter estimates. She is working on getting data entry done, while postponing some data entry until next year as it has no impact on growth.

Donna brought up the MAAO Conference on Thursday and that he hasn't received confirmation. Patti offered to follow up with MAAO.

Donna asked that the Board be communicated with as to when we will be submitting to DOR. Patti confirmed she will communicate all information in real time.

The next board meeting is scheduled for November 23, 2020 at 10:00 am.

After motion made and seconded, the meeting was adjourned at 10:30am.

Respectfully submitted:

Patti Roads
Principal Assessor