

Board Members Present: Thomas Shearer, Chair; Robert MacEwen and Alice Lord

Also Present: Bethany Walker, Assessors Clerk

Board Member(s) Absent: None

Tom Shearer called the Board of Assessors meeting to order at 6:00pm.

- **Review and Approval of Minutes**
 - A motion was made by Lord, seconded by McEwen and **VOTED** unanimously to approve the 12/9/15 minutes as presented.
- **Motor Vehicle Excise**
 - Abatements received to date were reviewed and approved
 - The month end list for December was calculated and approved
 - Commitment and Warrant for MV #7 2015 was signed by BOA
- **Real Estate/Personal Property**
 - Real Estate Exemption Applications (Senior, Veteran and Blind) were reviewed, those that qualified were approved.
 - Walker updated the BOA that she was preparing all the paperwork and mailings for the Business Form of List and Personal Property Form of List
- **Budget**
 - Received balance sheet from town accountant showing balances thru to the end of December; no areas of concern
- **Bills**
 - CAI (Quarterly Billing) \$662.50
 - Quill (Office Supplies 1st shipment) \$72.59
 - Quill (Office Supplies 2nd shipment) \$24.36
- **Mail**
 - No additional mail other than applications for MV/RE/PP Abatements and RE Exemptions
- **Next Meeting**
 - February 10, 2016 next regular scheduled monthly meeting, 6pm

A motion was made by MacEwen, seconded by Lord and **VOTED** unanimously to adjourn the Board of Assessors Meeting. Meeting adjourned at 8:10 pm

Submitted by:

Bethany Walker
Assessors Clerk

Approved On: 2-10-16

Thomas Shearer
Robert MacEwen