

Fairhaven Board of Assessors

40 Center Street, Fairhaven, MA 02719

508-979-4018

August 1, 2012

The Fairhaven Board of Assessors held a publicly posted meeting at 40 Center Street, Fairhaven, MA on Tuesday, July 31, 2012.

Ronald J. Manzone, Chair, called the meeting to order at 6:15 PM announcing minutes were being taken by Jane Bettencourt.

In attendance were Ronald Manzone, Ellis Withington, Pamela Davis and Jane Bettencourt.

Pam Davis motioned to approve the minutes of the April 10, 2012 meeting. This motion was seconded by Ellis Withington. A unanimous vote was heard.

Ellis Withington motioned to approve the minutes of the executive session portion of the April 10, 2012 meeting. This motion was seconded by Pam Davis. A unanimous vote was heard.

Ellis Withington motioned to approve the minutes of the May 15, 2012 meeting. This motion was seconded by Ron Manzone. A unanimous vote was heard.

Pam Davis motioned to approve the minutes of the June 25, 2012 meeting. This motion was seconded by Ron Manzone. A unanimous vote was heard.

Jane informed the members of Wal-Mart's tax representative inquiry regarding denial of their FY12 personal property appeal. Pam Davis asked Jane to contact Alan Gold at the ATB to inquire if Wal-Mart filed an appeal with them.

Month End reports for real estate and motor vehicle abatements processed were reviewed and signed by members.

Bill payable in the amount of \$67.16 to cover Jane's mileage expense was approved by members for payment.

OTHER BUSINESS: The job description for the Administrative Assistant to the Board of Assessors prepared by Jane (prompted by interview with representatives from the Department of Revenue) was reviewed thoroughly by members. Jane did not have a job description for herself on file. Pam Davis motioned to approve the job description as presented. This motion was seconded by Ellis Withington. A unanimous vote was heard. This description will be made available to the Board of Selectmen and Finance Director.

At 6:45 PM, Ellis Withington motioned to adjourn the meeting. This motion was seconded by Pam Davis. A unanimous vote was heard.

The next scheduled meeting will be held on August 28, 2012.

Respectfully submitted,

Jane E. Bettencourt
Administrative Assistant
BOARD OF ASSESSORS

Minutes approved on August 28, 2012 by:
