



**BOARD OF ASSESSORS  
TOWN OF HALIFAX**  
499 Plymouth Street, Halifax, MA 02338  
TEL: 781-293-5960 FAX: 781-294-7684

MINUTES

MEETING OF SEPTEMBER 10, 2013, 7:30 PM

**ATTENDANCE:** Meeting called to order at 7:30 PM. John Shiavone, Tom Millias, Holly Merry and Suzan Duggan present.

1. **APPROVE MINUTES OF MEETING OF AUGUST 13, 2013. NO MEETING AUGUST 27, 2013**  
Motion made by Holly Merry, second Tom Millias to approve minutes as written. Vote unanimous.
2. **REPORT ON TAX RECAP**  
Classification Hearing to be held tonight is the last step in setting the tax rate. La5 will be electronically sent to the DOR. Tax rate approval will follow.
3. **REPORT ON HIRING FOR ADMINISTRATIVE ASSISTANT POSITION**  
Principal Assessor, Sue Duggan, reported that eight applications were received for the position of Administrative Assistant. Only the current employee in the Assessors' office met the qualifications. Sheila Langelier was appointed to the position on August 21<sup>st</sup> at a Grade 6 Step 5.
4. **ATTEND BOARD OF SELECTMEN CLASSIFICATION HEARING AT 7:45 PM**  
Meeting was convened to attend the Board of Selectmen Classification Hearing at 7:45 pm. Upon the advice of the BOA, the BOS voted to maintain a residential factor of 1 (single tax rate). The BOS also voted not to grant a discount to Open Space, not to adopt a residential exemption or small commercial exemption. The Board also granted authority to the Principal Assessor to sign the electronic submission of the La5 on Gateway. Meeting of the BOA reconvened at 8:15 pm.
5. **TAKE ANY OTHER ACTION NOT ANTICIPATED BY THE BOARD 48 HOURS PRIOR TO THE MEETING**  
None
6. **NEXT MEETING DATE:**  
Motion by Holly Merry, second Tom Millias to meet again on Tuesday, October 22<sup>nd</sup> at 6:30pm. Vote unanimous
7. **MEETING ADJOURNED**  
Motion to adjourn by Holly Merry, Second John Shiavone. Vote unanimous. Meeting adjourned at 8:30 PM.

MINUTES ACCEPTED ON: October 22, 2013

BY: John Shiavone  
Tom Millias