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Frank “Budd” Kelley, Chairman , Board of Assessors Michelle Branciforte, Principal Assessor

Sanford “Sandy” Wechsler, Assessor Carrie Keville, MAA, Administrative Assessor

E. Peter Murphy, Assessor

June 25, 2013

**MEETING MINUTES**

Present: P. Murphy, S. Wechsler and M. Branciforte

The meeting opened at 6:00 p.m.

Old Business

* FY2014 Revaluation – Patriot Property work flow and data collections manual – tailored to Newbury. To be completed prior to recertification date of 8/19/2013.
* Notice of inspections to be conducted by Patriot Properties will be posted on the news channel and website. Chief Riley will be notified.
* A letter will be sent to all Plum Island applicants regarding scheduling inspection appointments and meetings with each taxpayer.

Normal Business:

* ATB filings – Peter motioned to enter into executive session at 6:10 p.m. to discuss the FY2013 filings. After discussion, the public meeting will resume. The following roll call vote was taken:
  + Sandy – yes
  + Peter – yes
* Office work -- Signatory approval for Michelle Branciforte to conduct business as usual was given by unanimous vote.

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Sanford Wechsler E. Peter Murphy