

Town Of Sandwich

THE OLDEST TOWN ON CAPE COD

OFFICE OF THE BOARD OF ASSESSORS
ASSESSING DEPARTMENT



16 Jan Sebastian Drive
Sandwich, MA 02563-2319
TEL: 508-888-0157
FAX: 508-833-8098
E-mail: assessing@townofsandwich.net

June 6, 2017

SANDWICH BOARD OF ASSESSORS

TOWN CLERK
TOWN OF SANDWICH
JUN 16 2017
11 H 54 M A *mf*
RECEIVED & RECORDED

The Board of Assessors meeting was called to order at 4:35 p.m.

PRESENT: Robert James (RJ) Chairperson, Nicholas Fernandes (NF) Member, Edward L. Childs (EC), Director of Assessing and Jeanne Varney (JV), Recording Secretary

The board could not approve the minutes of May 23, 2017 for regular meeting and executive meeting.

PUBLIC FORUM: NONE.

REVIEW ANY CORRESPONDENCES/NEWSLETTERS: NONE.

DIRECTOR OF ASSESSING REPORT: EC reported to the board that the office is in transition due to the office manager retiring, looking to hire a field technician, and also looking to fill the administrative assistant position. Monday, June 12th, EC will be conducting 3 interviews for the field technician position. Jeanne Varney will be promoted to office manager on July 10th. Laura Watts has been a great addition to our office, she was part time in the Planning Department, and she also did the minutes for the Planning Board meetings and the Selectmen meetings. The MAAO summer conference will be held at the Red Jacket resort during June 19th – 23rd. The board members are welcome to attend the meetings and/or the banquet. EC only asks that the board members will let our office know if they will be attending ASAP. EC asked the board's permission to attend the summer school at UMASS in Amherst this August. He was also asked to teach this year. Motion: NF Second: RJ Vote 2-0. The push for permits and changes for the preliminary bills is going on right now. Some issues were found with the PK computer system, names were not carried over from Data National. EC is working on correcting this issue. We will be training new staff this July. There might be some changes in running the office. EC would like the board to meet sometime next week. EC is going to work with the field staff, to make sure they are working smarter not harder. There will be some changes in organization and procedures to make things more efficient.

REVIEW & SIGN ANY SIGNATURE ITEMS: Month end reports for May. Warrants for Revised billing for Real Estate Tax FY17 \$6,055.61; Sandwich Water District FY17 \$275.81; Community Preservation Act FY17 \$181.68.

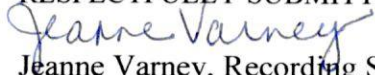
REVIEW ANY ABATEMENTS/EXEMPTIONS: Motion into executive session at 4:52 p.m. and return to regular meeting for new business by NF. Second: RJ Vote 2-0.



NEW BUSINESS: Schedule for upcoming board meetings:
June 13th, July 11th, August 8th, September 5th, October 3rd, October 17th, November 7th, December
5th, December 19th.

Motion to adjourn at 5:28 p.m. by NF Second: RJ Vote 2-0.

RESPECTFULLY SUBMITTED,


Jeanne Varney, Recording Secretary
Cc: Town Clerk