

**Board of Assessors**  
**Wednesday, January 10, 2024**  
**Minutes**

**Attendance:** Bruce Martin, Paula B. Keefe, Karen Kelly-Garay via phone, Betty-Jo O'Brien

The meeting was called to order at 10:14 a.m. and then adjourned to the Executive Session.

The meeting was reconvened at 11:01 a.m.

**MINUTES**

The Board unanimously approved the December 27, 2023, minutes.

**PAYROLL**

The Board approved payroll for the week ending January 13, 2024.

Bruce Martin mileage check was distributed.

**BUDGET**

Betty-Jo gave the Board a copy of the DRAFT FY25 Budget.

Betty-Jo provided the Board with the monthly budget. She is working with Madeline to fix some discrepancies.

**PROPERTIES**

The Board has identified 46 properties for inspection. Alan Bishop picked up the field cards. Bruce will work on getting more addresses.

Travis from cable has an announcement running on the cable channel.

Betty-Jo will ask the Selectmen to make an announcement at the next meeting to remind everyone that Real Estate Abatements are due by February 1, 2024, and Personal Exemption applications are due by April 1, 2024.

The Board unanimously approved the letter to be sent out to the properties that will be inspected.

**OLD BUSINESS**

We now have \$50 in petty cash. It is being kept in a locked box in a locked cabinet.

Betty-Jo gave an update on the AP5 Patriot bill. Training has not been completed and there are two (2) major issues with the software— (1) Chapter Land (2) Personal Property. Waiting on Patriot to respond to when they will schedule further training and fix the identified issues.

Betty-Jo has a listing of the issues to be addressed with CAI. She is sending them to CAI again to see if they will respond.

**NEW BUSINESS**

Bruce Martin accepted Patricia Plasse resignation as of Monday, January 8, 2024. The resignation letter was presented.

The Board signed Chapter Land Liens.

The Board signed Exemption Certificates.

The Board signed the Warren Housing Authority Pilot Payment for FY24.

The Board signed their Employee Handbook Acknowledgement.

The Board signed the Solar PILOT for FY24 Assessed taxes.

Betty-Jo informed the Board that her reappointment is on the Selectmen's agenda for the February 22, 2024 meeting. Her appointment expires February 27, 2024.

**Next Meeting:**

January 17, 2024, at 11 a.m.

Respectfully Submitted,  
Betty-Jo O'Brien