

**Readfield Board of Assessors  
Meeting Agenda  
May 26, 2017, Readfield Town Office**

Meeting starts: 4:05 PM  
Meeting ends (unless extended): 4:35 PM

In attendance were Tom Dunham, Chris Sammons, & John Parent (Board of Assessors); Kathy Malloy (Assessing Agent), Gary Quintal (CEO), and Eric Dyer (Manager)

**1. Call to Order**

Meeting was called to order at 4:09pm.

**2. Town Manager update on Assessing Agent transition - 5 minutes**

Mr. Dyer gave a summary of the transition and hiring process, as well as some of Mrs. Malloy's qualifications. Mr. Dyer thanked Mr. Quintal and Mrs. Teresa Shaw for their help in supporting the transition between Assessing Agents. Mr. Dyer listed several areas of focus and priority for Mrs. Malloy's work. These included an overall assessment of assessing records and process, completing "spring work" in anticipation of the tax commitment, familiarizing herself with the town, and completing the tax commitment (acknowledging that a delay may be necessary to ensure an accurate commitment). Mr. Dyer expressed the need and expectation that Mrs. Malloy work cooperatively with other municipal staff.

**3. Introduction of Interim Assessing Agent - 10 minutes**

Mrs. Malloy introduced herself to the Board of Assessors. She then identified a few areas of business that included the Town's value declaration, a tree growth renewal application, and personal property taxes. There was brief discussion of these areas at this time, and the board signed the tree growth renewal.

**4. Ratio Declaration - 10 minutes**

Mrs. Malloy explained the declaration form and process and recommended that the Board put forward a 100% valuation declaration based on the assessment provided by the state. Mr. Dyer supported this recommendation. The Board agreed and signed the declaration with the understanding that it would be submitted by Mr. Dyer.

**5. Other Business - 5 minutes**

The Board discussed the issues involved with personal property and the BETE program in more depth and specifically discussed a BETE exemption that appeared to have been approved in error. They directed Mrs. Malloy to conduct further research and resolve the issue. The Board also discussed the need to address the gap between shorefront and interior property valuations. Mr. Dyer stated that although there was movement over the past few years and the gap appeared to be diminishing, that the rate of change was slow and did not reflect current real estate trends because the state review has a lag of approximately two years. There was general agreement that a small adjustment should be made with the upcoming commitment.

**6. Adjourn**

Mr. Parent made a motion to adjourn, seconded by Mr. Dunham. Motion passed unanimously. Meeting adjourned at 4:35pm.