



***Board of Assessors***  
***7 Main Street, Unit #1***  
***Hubbardston, MA 01452***  
***978-928-1400 X 203 Fax 978-928-1402***

Minutes of the Board of Assessors' Meeting held on **June 10th, 2013** in the Assessors' Office located in the Library Basement.

Members Present: John Prentiss (Chair), Al Afonso (Member), William Homans (Member), Jeannette Elsevier (Clerk), Anita Scheipers (Town Administrator)

Board Members Absent: N/A  
Meeting brought to order at 7:02 PM

The following documents were signed

- FY 2013 Motor Vehicle Warrant Commitment 03

The following discussions took place:

John Prentiss, Chair, called meeting to order and Anita Scheipers, Town Administrator was formally introduced. John Prentiss, Chair, provided an overview of the current ATB cases for Anita's benefit. John also discussed current and past situations and the performance of the Board of Assessors. John also emphasized how imperative it is that the line communication be open between all the Boards and the Town Offices. Anita Scheipers, Town Administrator agreed and said that she would make sure that the Board of Assessors be included in the loop of any and all situations impacting the Board.

Anita Scheipers, Town Administrator, provided a verbal overview of the RFP (Request for Proposals) and planned to e-mail Jeannette Elsevier, Clerk, a copy of the RFP document for John Prentiss and the Board Members to review. Anita requested financial information, when available, regarding ATB cases and Overlay Balances for budgetary needs.

The next Board of Assessors Meeting is to be held on **Monday, June 17th, 2013** at 7:00 p.m. in the Assessors' Office located in the Library Basement.

The Meeting was adjourned at 8:05 p.m.

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John K. Prentiss, Chair

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Albert Afonso

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William Homans

**Approved July 22nd, 2013**