



Minutes of the Brimfield Board of Assessors Meeting held June 28th, 2022

Meeting called to order at 3:00PM by the Chair.

Members Present: Cynthia Keith Powers, Chair, Robert Sullivan and Carolyn Haley

- .46 Minutes of the May 24th and the June 7th Board of Assessors Meeting. Motion made by Carolyn Haley to accept and sign the Minutes as presented. Second by Robert Sullivan. All in favor. Motion carried.
- .47 The Board reviewed the Department Payroll and Bills. Motion made by Carolyn Haley to accept and sign. Second by Robert Sullivan. All in favor. Motion carried.
- .48 The Board noted the FY2022 Assessors Budget monies to be encumbered. Cynthia Powers, Chair signed the contract for purchase for the Canon Copier/Printer.
- .49 The Board reviewed the Motor Vehicle Excise Applications, Certificates, Monthly Reports. Motion made by Carolyn Haley to accept and sign. Second by Robert Sullivan. All in favor. Motion carried.
- .50 The Board granted Cynthia Poirier permission to carry over 30 hours of Vacation time until December 31st, 2022.

Discussion: Description of duties for Assessors Clerk position for posting. Ms. Poirier presented the job description to be considered for the clerk position. The Board had no changes on the posting and approved it for posting. Ms. Poirier will post the position on the Town Website and bulletin board.

Ms. Powers asked about reorganization. The Board agreed to remain in its current organization.

Having no further business motion to adjourn was made by Carolyn Haley. Second by Cynthia Powers. All in favor. Meeting adjourned at 3:21 P.M.

Carolyn M. Haley
Cynthia K Powers

Respectfully submitted,

Cynthia S. Poirier

Cynthia S. Poirier
Principal Assessor
Date: 07/12/2022