

January 14, 2023 Board of Assessors Meeting

Members present: Scott Steibel, Chair  
Gary Shaw, Member  
Teresa Steibel, Member  
Don Clawson, Principal Assessor  
Linda Hamill, Assessor Clerk

Meeting called to order at 10:30AM

1. The Board met with the Principal Assessor to discuss development of a reassessment ("reval") program for meeting the town's five year certification requirement which occurs in fiscal year 2024.
2. A list of possible vendors has been obtained from the DOR and the board must prepare a Request for Proposal in order to obtain bids from three vendors.
3. Don will contact the DOR for the specific list of requirements to be included in the RFP.
4. We discussed that Melissa Noe is the official Procurement Officer for the Town.
5. A follow up meeting has been planned for 1/25/2023 to further discuss and implement a plan.

The meeting adjourned at 11:15 AM.

Submitted by:

Teresa Steibel, Member

*Scott Steibel*  
*Chair BoFA.*  
*1/14/23*