

Board of Assessors Guidelines

A. AUTHORITY

1. The Board of Assessors shall have the following powers and duties as delegated by the Board of Selectmen:
 - a. The Board of Assessors shall coordinate activities relating to the determination of full and fair valuation of all real property in the Town of Lanesborough.
 - b. The Board of Assessors shall advise the Board of Selectmen on any issues relating to valuation of property and/or tax rate in the Town of Lanesborough.
 - c. Any funds raised by the Board of Assessors to additionally support its function shall be properly accounted for and reported to the Town Accountant, as shall expenditures from the funds.
 - d. Additional ad hoc powers and duties may be requested by the Board of Selectmen and will be delegated in writing by the Board of Selectmen.

B. MEMBERSHIP

1. The Board of Assessors shall consist of three (3) members appointed for three (3) year staggered terms.
2. The Board of Assessors shall elect a Chairperson and Secretary at the first meeting held after the Annual Town Election. The officers shall serve until the next Annual Town Election.
3. **Chairperson**: The Chairperson shall preside at all Board of Assessors meetings. The Chairperson shall have the responsibility of posting notices of meetings as required by law. In the absence of the Chairperson, the Board of Assessors shall appoint an acting Chairperson. The Chairperson shall call for a vote on all motions that have been proposed and seconded. The Chairperson shall submit a summary report for inclusion in the Annual Town Report.
4. **Secretary**: The Secretary shall keep the Board of Assessors' records of attendance, meeting Minutes, agendas and motions. The Secretary shall also process all correspondence required by the Board of Assessors and will file meeting Minutes with the Town Clerk after Board of Assessors approval. The Secretary will also maintain any necessary files and records of the Board of Assessors.
5. When a member voluntarily vacates his/her position in the Board of Assessors, the following procedures shall be followed:
 - a. The Board of Assessors will make it known to the community and the Town Manager that a vacancy exists and thereby solicit interested parties.
 - b. A new member may be recommended by the remaining members of the Board of Assessors and brought before the Board of Selectmen for an interview.
 - c. Should a Board of Assessors member have more than six (6) absences within a consecutive 12 month period without cause, the Board of Assessors Chair shall notify the Town Clerk, who shall mail a notice to the Board of Assessors member stating that said member is considered to have vacated the position.

C. MEETINGS

1. The Board of Assessors shall meet monthly or as needed. Meetings shall be run according to parliamentary rules of order. Additional meetings as required shall be scheduled by the Chairperson.
2. The Board of Assessors shall give notice of any meeting for posting by the Town Clerk at least 48 Town Hall working hours prior to said meeting. All Board of Assessors members will be individually notified by email or phone, also 48 hours prior to said meeting by the Chairperson.
3. All meetings of the Board of Assessors shall follow Open Meeting laws.
4. The presence of two (2) members shall constitute a quorum. Endorsement of a motion requires a vote of at least two (2) members.