

**TOWN OF ROWE - BOARD OF ASSESSORS - MINUTES**  
**Thursday, January 7, 2021 – 1pm (via Zoom Teleconference)**

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**This meeting was held via audio/video conference, consistent with Gov. Baker's temporary modifications to the Open Meeting Law.**



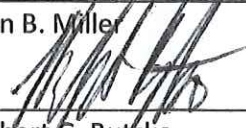
**Present:** Chair Rick Williams (remote), Assessor Ellen Miller (remote)

**Absent:** Assessor Herb Butzke and Assistant Assessor Colleen Avallone

1. **Call to Order:** Meeting called to order by Chair Williams at 1:05pm.
2. **Assessors Administrative Assistant Job Posting and Job Description:** A motion was made and seconded to approve the amended Administrative Assistant job description (attached) and the amended job advertisement (attached), and to publish the advertisement in The Recorder on Mon., Jan 11 and Sat., Jan 16. Application deadline will be Fri., Feb 5 and applications will be reviewed at Tues., Feb 9 meeting. Motion passed: Rick—aye, Ellen—aye. At the close of today's meeting Ellen will email the job ad to The Recorder and Rick will post the job ad and job description on the town's website.
3. **Wage Rate:** Motion was made and seconded to set the minimum wage for the Administrative Assistant position at \$20.00 per hour—or \$21.00 per hour if the chosen candidate is Course 101 certified—and up to \$23.00 per hour depending on Course 101 certification and experience. Motion passed: Rick—aye, Ellen—aye.
4. **"BOA Continuity of Operations Plan":** Rick is working on the request from the BOS for this plan which is mainly needed by the town due to the coronavirus pandemic.
5. **Next Meeting:** Tues, Feb 9 – 9am. Items for discussion/action: job applications, senior exemption applications, tax abatement applications, 3ABC submittals, Forms of List responses (incl 38(d) & (f) responses)
6. **Adjournment:** Motion made and seconded to adjourn meeting at 1:36pm. Motion passed: Rick—aye, Ellen—aye.

Respectfully submitted,  
Ellen B. Miller

Approved:

	<u>1-19-21</u>
Frederick N. Williams, Chair	Date
	
Ellen B. Miller	
	
Herbert G. Butzke	