

**Town of Proctor**  
**Special Selectboard Meeting Minutes**  
**Draft**  
**October 9, 2017**  
**5:30 P.M. – 5:45 P.M**

Board Members Present:

Bill Champine, Chari  
Bruce Baccei  
Joe Manning  
Tom Hogan

Employees Present:

Stan Wilbur, Town Manager  
Celia Lisananti, Town Clerk/treasurer

Others Present:

Lisa Wright, Wright Appraisal Company

**I. Call to Order**

The meeting was called to order at 5:30 p.m.

**II. Review and Approve Agenda**

Bruce Baccei made the motion approve the agenda. The motion was seconded by Tom Hogan, unanimously approved.

**III. Town Assessor**

Lisa Wright of Wright Appraisal Company presented her proposal for providing the town with appraisal services and responded to questions from Board members. She estimated the time required to provide the necessary service at 400 hours per year. At her proposed hourly rate of \$65.00 per hour, the estimated annual cost would be \$26,000.

As an alternative to her providing all services, she proposed the Town provide an assessor clerk to handle routine data entry and clerical services. This model has worked well in Wallingford and Castleton. Using this approach, she estimates her time would be reduced to 200 hours per year with the assessor clerk's time estimated at 200 hours per year. She recommended Jacob Dorman to fill the assessor clerk position at \$35 per hour. The estimated annual cost for assessor services under the arrangement would be \$20,000 or a \$6,000 savings.

Bruce Baccei made the motion to retain Wright Appraisal Company as the Town Assessor at \$65.00 per hour and Jacob Dorman as Assessor Clerk at \$35.00 per hour. The motion was seconded by Tom Hogan, unanimously approved.

Lisa Wright will provide a draft contract for Town review.

**IV. Adjourn**

Bruce Baccei made the motion at 5:45 p.m. to adjourn the October 9, 2017 special Selectboard meeting. The motion was seconded by Tom Hogan, unanimously approved.