



TOWN OF TOPSFIELD

Board of Assessors

MINUTES OF MEETING

December 8, 2023

Call to Order: A regular meeting of the Board of Assessors was held at Topsfield Town Hall on Friday, December 8, 2023. The meeting was called to order by Mr. Kanter at 9:02 a.m. Those in attendance were John Minnehan, Clerk; Robert Kanter, Member; Toula Guarino, Principal Assessor; and Emily Esolen, Assistant to Principal Assessor.

Approval of Minutes: The minutes of the October 27, 2023 meeting were presented to the Board. Upon motion made by Mr. Kanter and seconded by Mr. Minnehan, the minutes of October 27, 2023 were approved and signed by the Board.

Motor Vehicle Abatements: The November 2023 motor vehicle abatement reports were reviewed and signed by The Board.

Motor Vehicle Commitment #6: Motor Vehicle Commitment #6 in the amount of \$22,696.26 was reviewed and approved by the board. Bills to be mailed December 11, 2023.

Real Estate and Personal Property Commitments: The FY2024 Real Estate and Personal Property commitments and warrants were approved and signed by The Board.

Senior and Veteran Work off: Upon motion by R. Kanter and seconded by J. Minnehan the FY2024 Senior and Veteran Work off was reviewed and approved.

Assessor report: Ms. Guarino discussed with the Board the FY2025 Budget and contracts with Catalis, including information on back up procedures. The Board was updated regarding the Form of Lists and 3ABC mailings scheduled to occur in December.

New Business: No new business

Executive Session: Mr. Kanter announced the Board will move into Executive Session under Massachusetts General Laws Chapter 30A, §21(a), Purpose 7, and Chapter 30A, §22 (f), to discuss non-public records. Roll call by Mr. Kanter: Robert Kanter voted yes; John Minnehan voted yes. The Board will adjourn from the Executive Session and will not reconvene in Open Session. Mr. Kanter announced that the Board was in Executive Session at 9:23 am.

Respectfully submitted,

Emily Esolen
Assistant to Principal Assessor

ACCEPTED AS WRITTEN this 9th day of February 2024

Pursuant to the "Open Meeting Law" G.L. 39, §23b, the approval of these minutes by the Board constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Board as to the completeness or accuracy of such statements.

John Minnehan
RK

Documents/Exhibits either distributed to the Board of Assessors before the meeting or used at the meeting:

Agenda

Meeting minutes – October 27, 2023

FY2024 Warrant 24050

Payroll Warrant 24023

November 2023 motor vehicle abatements

Motor Vehicle Commitment #6

FY2024 Real Estate and Personal Property Commitments and Warrants

Senior and Veteran Work Off

ACCEPTED AS WRITTEN this 9th day of Feb., 2024

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