



# TOWN OF TOPSFIELD

## Board of Assessors

### MINUTES OF MEETING

February 9, 2024

**Call to Order:** A regular meeting of the Board of Assessors was held at Topsfield Town Hall on Friday, February 9, 2024. The meeting was called to order by Ms. Conant at 9:08 a.m. Those in attendance were Lynn Conant, Chair; John Minnehan, Clerk; Robert Kanter, Member; Toula Guarino, Principal Assessor; and Emily Esolen, Assistant to Principal Assessor.

**Approval of Minutes:** The minutes of the December 8, 2023 meeting were presented to the Board. Upon motion made by Mr. Kanter and seconded by Mr. Minnehan, the minutes of December 8, 2023 were approved and signed by the Board. The minutes of the June 29, 2023 meeting were presented to the Board. Upon motion made by Mr. Kanter and seconded by Ms. Conant, the minutes of June 29, 2023 were approved and signed by the Board.

**Motor Vehicle Abatements:** The December 2023 and January 2024 motor vehicle abatement reports were reviewed and signed by The Board. 3 Motor vehicle abatement denials were approved by the board.

**Motor Vehicle Commitments:** 2023 Motor Vehicle Commitment #7 in the amount of \$8,288.91 was reviewed and approved by the board. 2024 Motor Vehicle Commitment #1 in the amount of \$984,744.36 was reviewed and approved by the board. Bills to be issued February 9, 2024.

**New Business:** No new business

**Executive Session:** Ms. Conant 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. Ms. Conant announced that the Board was in Executive Session at 9:21 am.

Respectfully submitted,

Emily Esolen  
Assistant to Principal Assessor

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

Agenda

Meeting minutes – June 29, 2023 and December 8, 2023

FY2024 Warrant 24066

Payroll Warrant 24031

December 2023 and January 2024 motor vehicle abatements

2023 Motor Vehicle Commitment #7

2024 Motor Vehicle Commitment #1

ACCEPTED AS WRITTEN this 22<sup>nd</sup> day of March 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.

*[Handwritten signatures]*