



TOWN OF TOPSFIELD

Board of Assessors

MINUTES OF MEETING

March 22, 2024

Call to Order: A regular meeting of the Board of Assessors was held at Topsfield Town Hall on Friday, March 22, 2024. The meeting was called to order by Ms. Conant at 9:00 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 February 9, 2024 meeting were presented to the Board. Upon motion made by Mr. Kanter and seconded by Mr. Minnehan, the Minutes of February 9, 2024 were approved by a vote of 3-0 and signed by the Board.

Motor Vehicle Abatements: The February 2024 motor vehicle abatement reports were reviewed and signed by The Board. Three Motor vehicle abatement denials were approved by the board.

Motor Vehicle Commitments: 2024 Motor Vehicle Excise Commitment #2 in the amount of \$149,554.89 was reviewed, approved and signed by the Board.

Assessor's Report: Ms. Guarino presented the Board with the Annual Report numbers and DLS Informational Guideline Releases 2024, 1, 3 and 4 for information.

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: Lynn Conant, yes; Robert Kanter, yes; John Minnehan, 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 9:17 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 – February 9, 2024

February 2024 motor vehicle abatements

2024 Motor Vehicle Excise Commitment #2

Motor Vehicle Denials

IGR's 2024 1,3 and 4

ACCEPTED AS WRITTEN this 19th day of April, 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.