



# TOWN OF TOPSFIELD

## Board of Assessors

### MINUTES OF MEETING December 6, 2019

**Call to Order:** A regular meeting of the Board of Assessors was held at Town Hall located at 8 West Common Street, on Friday, December 6, 2019. The meeting was called to order by Mrs. Conant at 8:32 a.m. Those in attendance were Lynn Conant, Chairman; John H. Minnehan, Clerk; Robert Kanter, Member, and Toulia Guarino, Principal Assessor.

**Approval of Minutes:** The Board on motion duly made and seconded voted to approve the minutes of the November 22, 2019 meeting as presented.

**Signatures:** Mr. Minnehan signed the Payroll Warrant.

**Overlay Transfer:** On motion made by Mr. Minnehan, seconded by Mr. Kanter, the Board voted 3 to 0 to transfer \$100,000 to the Overlay Reserve account.

**Chapter Land:** One Chapter land application was presented to the Board for approval. The Board approved the Chapter Land application of 142 Salem Road for FY2021 and signed.

**Budget:** Ms. Guarino passed out copies of the memo from the Interim Administrator, Robin Crosbie, explaining the budget instructions. Ms. Guarino will be putting together the budget for FY2021 for the Board's approval. Ms. Guarino will be meeting with the new Town Administrator, Kevin Harutunian to review the budget.

**Executive Session:** Ms. Conant announced that the Board would be going into Executive Session under Massachusetts General Laws Chapter 30A, §21(a), Purpose 7 and G.L. Chapter 30A, §22 (f), to consider applications for Statutory Exemptions. The Board will not reconvene to Open Session. Roll call by Ms. Conant. Robert Kanter voted yes. John Minnehan voted yes. Lynn Conant voted yes. The Board entered into Executive Session at 9:00 a.m.

Respectfully submitted,

Toulia Guarino, M.A.A.  
Principal Assessor

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

Agenda

Minutes of November 22, 2019

Memo from Robin Crosbie – Budget Instructions