



TOWN OF TOPSFIELD BOARD OF ASSESSORS

MINUTES OF MEETING *March 23, 2018*

A regular meeting of the Board of Assessors was held at the Town Hall Conference Room, located at 461 Boston Street, on Tuesday, March 23, 2018. The meeting was called to order by Chairman Conant at 8:35 a.m.

Those present were Lynn A. Conant, Chairman, John Minnehan, Clerk, Robert E. Kanter, Member, and Toula Guarino, Principal Assessor.

The Minutes of February 27, 2018 were not available for review.

The Payroll and Warrant were reviewed and signed.


The monthly Motor Vehicle Abatements Report was reviewed and signed by the Board of Assessors.

Ms. Guarino informed the Board that the due date for 3ABC applications and Form of List were due on March 1, 2018. We have already begun to record the Form of List and Jim Harris of Patriot Properties will be conducting inspections on personal property accounts, including new business.

Ms. Guarino informed the Board that we are working on Building Permits and that they are almost complete.

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

Respectfully submitted,


Toula Guarino, M.A.A.
Principal Assessor



ACCEPTED AS WRITTEN this 6 day of April, 2018.

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.