TOWN OF TOPSFIELD

Board of Assessors

MINUTES OF MEETING
May 28, 2019

Call to Order: A regular meeting of the Board of Assessors was held at Town Hall located at 8 West Common Street, on Tuesday, May 28, 2019. The meeting was called to order by Chairman Lynn A. Conant at 8:31 a.m. Those in attendance were Lynn A. Conant, Chairman; John H. Minnehan, Clerk; Robert E. Kanter, Member; and Toula Guarino, Principal Assessor.

Reorganization of the Board: Lynn Conant was re-elected to the Board of Assessors on May 27, 2019. Mr. Minnehan nominated Lynn Conant as Chairman, seconded by Mr. Kanter, so voted. Ms. Conant nominated Mr. Minnehan as Clerk, seconded by Mr. Kanter, so voted.

The Board on motion made by Ms. Conant and seconded by Mr. Kanter, voted to appoint Toula Guarino as Principal Assessor under provisions of Chapter 41, Section 25A.

Approval of Minutes: The minutes of April 23, 2019 were presented to the Board for review. Motion made by Mr. Minnehan to accept the minutes of April 23, 2019 as written. The motion was seconded by Mr. Kanter and passed with a vote of 3 to 0.

Signatures by the Board: Report of exemptions processed during the month of March was presented, reviewed and signed by the Board. The monthly Motor Vehicle Abatement Report for April and May were reviewed and signed. The Board denied two (2) motor vehicle abatement applications.

The Board on motion made and seconded, voted to authorize John Minnehan to sign payroll and bill schedules, and Robert Kanter as alternate. The Board signed the Signature Authorization form to Town Accountant so informing her of the vote.

Assessor Update: Ms. Guarino reported to the Board the total amount of abatements/exemptions in real estate granted was $92,226.82 for fiscal year 2019. There were no personal property abatements. The MDM-1 State Reimbursement Form has been submitted and we are waiting for approval from the Department of Revenue.

Ms. Guarino informed the Board that the Department of Revenue is changing the required method of assessing 504 Utility Class in personal property. They have also made changes regarding reporting requirements for New Growth, as well as changing the forms in Gateway.

Ms. Guarino reported that she is working on the legal file (CAMA) to create the preliminary tax bills. This will be completed by the week of June 10th for the Treasurer Collector's office in order to get the preliminary tax bills mailed by the July 1st deadline.

Ms. Guarino will be attending the MAAO Conference the week of June 17th.

Executive Session to discuss non-public records: Ms. Conant announced that the Board would be going into Executive Session under Massachusetts General Laws Chapter 30A, §22 (f), to review the Executive Session Minutes of April 23, 2019. 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 9:05 a.m.

Respectfully submitted,

Toula Guarino, M.A.A.
Principal Assessor

Documents/Exhibits either distributed to the Board of Assessors before the meeting or used at the meeting:
Agenda
Open Session Meeting Minutes of April 23, 2019
Motor Vehicle Excise Tax Abatement Report
Exemption Report
Warren Group Report
Copy of MDM-1 form submitted to DOR

ACCEPTED AS WRITTEN this 30 day of July, 2019.

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.