



TOWN OF TOPSFIELD

Board of Assessors

MINUTES OF MEETING

October 4, 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, October 4, 2019. The meeting was called to order by Lynn Conant, Chairman of the Board, at 8:45 a.m. Those in attendance were Lynn Conant, Chairman; John H. Minnehan, Clerk; and Toulia Guarino, Principal Assessor.

Approval of Minutes: The minutes of July 30, 2019 and September 10, 2019 were reviewed by the Board. Upon motion duly made and seconded, the minutes of July 30, 2019 and September 10, 2019 meetings were approved as written.

Motor Vehicle Abatements: The Board reviewed and signed the monthly motor vehicle abatement report for September 2019, as presented. There was one motor vehicle abatement denial.

Motor Vehicle Commitments: Motor Vehicle Commitment 2019-05 and 2018-08 were presented to the Board for signatures. The Board signed both Motor Vehicle Commitments and the corresponding Warrant and Notice to the Accountant.

Assessor Update: The tax file for 2nd quarter bills was completed in early September. We are working on the sales analysis and values for fiscal year 2020. There are some table changes to the building styles. We are finishing up the new growth so that all reports can be submitted to the state.

Ms. Guarino informed the Board that she will be attending the DLS seminar on the 10th of this month in Randolph.

Adjournment: Having no other business to come before the Board, upon motion duly made and seconded, the meeting was adjourned at 9:15 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

Tentative Table Changes

New Board Meeting Schedule