



# TOWN OF TOPSFIELD

## Board of Assessors

### MINUTES OF MEETING

*December 20, 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 20, 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. Also present was the Town Administrator, Kevin Harutunian.

**Approval of Minutes:** The Board on motion duly made and seconded voted to approve the minutes of the December 6, 2019 meeting as presented.

**Signatures:** The Board signed the posted abatement reports for Personal Exemptions and Senior/Veteran Work-off. The Certificate for the Tax Deferral previously approved by the Board was signed.

The fiscal year 2020 tax commitment for real and personal property has been completed and will be mailed out on December 31. The Board signed the fiscal year 2020 Actual Tax Warrants to the Treasurer and the Notice to the Accountant. The Assessors' Oath to the commitment for fiscal year 2020 was also signed by the Board.

**Motor Vehicle Abatement Report:** The monthly Motor Vehicle Abatement Report was presented to the Board. After review, the Board signed the Motor Vehicle Abatement Report as presented.

**Budget Review:** Ms. Guarino presented the Department Budget to the Board. She explained that for the last three (3) years, the Fin Com instructed that the department budgets are to be level funded. For the past few years, any small increases in some of the items have been absorbed by the Budget. This year, there are a few increases to our tax map maintenance and publication budget items. A copy of the department budget was given to each member for review. On motion duly made and seconded the Board approved and signed the Department Budget. Ms. Guarino will submit the final Department Budget to the Accountant today.

**Assessor Update:** The 3ABC forms have been mailed out this week for all exempt properties. We are currently working on the list of personal property and the Forms of List will be mailed out by the 31<sup>st</sup> of this month. The Board signed the Assessors' Notice to all persons subject to taxation on all tangible personal property. This Notice will be given to the Town Clerk for displayed in the Town Hall, and it will also be displayed in the Town Library and the Post Office.

Ms. Guarino informed the Board that she will be taking December 26<sup>th</sup> and the 27<sup>th</sup> off. Also January 2<sup>nd</sup> and 3<sup>rd</sup>.

Ms. Guarino handed out the updated chart for Senior Property Tax Relief. The Board reviewed the chart. There was some discussion on some of the options to seniors.

**Adjournment:** Having no other business to come before the Board, upon motion duly made and seconded, the meeting was adjourned at 9:16 a.m.

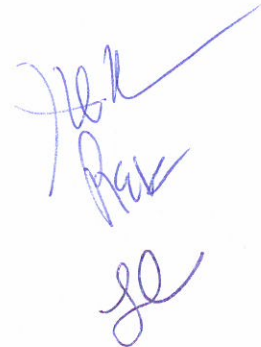
Respectfully submitted,



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  
Minutes of December 6, 2019  
Copy of Department Budget  
Summary of Senior Tax Relief Chart



ACCEPTED AS WRITTEN this \_\_\_\_ day of \_\_\_\_\_, 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.