



TOWN OF TOPSFIELD

Board of Assessors

MINUTES OF MEETING

January 31, 2020

Call to Order: A regular meeting of the Board of Assessors was held at Town Hall located at 8 West Common Street, on Friday, January 31, 2020. The meeting was called to order by Mrs. Conant at 8:36 a.m. Those in attendance were Lynn Conant, Chairman; John W. Minnehan, Clerk; Robert Kanter, Member, and Toula Guarino, Principal Assessor.

Approval of Minutes: The Board on motion duly made and seconded voted to approve the minutes of the December 20, 2019 meeting as presented.

Signatures: The Board signed Motor Vehicle Commitment and Warrant No. 2020-01 in the amount of \$ 962,223.71. The Board signed Motor Vehicle Commitment and Warrant No. 2019-07, in the amount of \$2,734.89, and 2019-8 in the amount of \$3,894.20. The excise tax bills will be mailed on February 6, 2020.

One extension request for filing the Form of List was received by the Board. The Board reviewed and agreed to extend the filing date, as requested and signed the approval.

The Annual Report was presented to the Board of Assessors by Ms. Guarino. The annual report will be included in the Town Meeting Warrant. The Board reviewed and signed.

Motor Vehicle Abatement Report: The monthly Motor Vehicle Abatement Reports were reviewed and signed by the Board.

State Owned Land: Ms. Guarino passed out copies of the State-Owned Land values. There was a discussion as to the difference in values from the previous year and the percentage used by the State to value each municipalities state owned land. The new process of valuation used by the State was discussed as well.

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 and Chapter Land. Roll call by Ms. Conant. Robert Kanter voted yes. John Minnehan voted yes. Lynn Conant voted yes. The Board entered into Executive Session at 8:55 a.m.

New Business: Ms. Guarino spoke to the Board regarding the Address Standards of MassGIS. Currently, there is no by-law for street numbering. There are many addresses where the Town has assigned a house number, but the homeowner uses a different number. There are also numbering problems in office condo areas where one parcel has multiple numbers on the buildings, instead of assigning a letter to distinguish the buildings. These are just a few issues to be addressed. This is also a significant issue for public safety emergency response. Ms. Guarino met with the Fire Chief,

the Police Chief, Chris Ryan from Regional, and the Building Inspector. All were in agreement that a standard should be voted on at Town Meeting and become a by-law of the Town.

Ms. Guarino informed the Board that she will be taking the USPAP 7-Hour class on February 12, 2020 as is required for her MAA designation certification.

Ms. Guarino requested to carry over one week of unused vacation time. Upon motion duly made and seconded, the Board approved one week of vacation to be carried over to 2020.

Ms. Guarino informed the Board that nomination papers will be available on February 3rd.

Adjournment: Having no other business to come before the Board, on motion duly made and seconded, the meeting was adjourned at 9:45 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 20, 2019

State Owned Land Values FY2021

FAQS State Owned Land

Warren Group Report

ACCEPTED AS WRITTEN this 28 day of February, 2020.

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.