

# TOWN OF TOPSFIELD

## Board of Assessors



### MINUTES OF MEETING

December 11, 2020

**Call to Order:** A regular meeting of the Board of Assessors was held remotely via conference call on Friday, December 11, 2020. The meeting was called to order by Ms. Conant at 8:33 a.m. Those in attendance were Lynn Conant, Chairman; John Minnehan, Clerk, Robert Kanter, Member, and Toulia Guarino, Principal Assessor.

**Approval of Minutes:** The minutes of the October 30, 2020 meeting were presented to the Board. Upon motion made by Mr. Kanter and seconded by Mr. Minnehan, the minutes of October 30, 2020 were approved as written.

**Signatures by the Board, if any:** Signatures for the payroll and warrant will be obtained in the office by Mr. Minnehan, Clerk. This is a housekeeping issue with no vote required.

**Monthly Motor Vehicle Abatement Report:** The monthly motor vehicle excise tax abatement report for November of 2020 was reviewed and approved by the Board. The members will come to Town Hall, individually, to sign the report due to the COVID pandemic.

**Motor Vehicle Commitment:** Motor Vehicle Commitment 2020-06 was presented to the Board. There were 191 bills for the tax amount of \$23, 464.40. The Commitment and related documents were reviewed and signed by the Board.

**Assessor's Report:** The Classification Hearing was held on Monday, November 16, 2020 at the Select Board's meeting. The Tax Rate Recap was submitted on Tuesday, November 17, 2020. The Fiscal Year 2021 tax rate had been certified by the Bureau of Accounts and the town received notification on November 24, 2020. The tax rate for Fiscal Year 2021 is \$17.92.

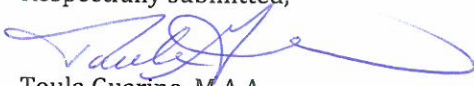
Ms. Guarino informed the Board that Mr. Kinhan of 55 Colrain Road sent an email notifying her that he had a survey conducted of his property and no longer has an issue with his property line or the property he was disputing.

The Actual Tax File for Fiscal Year 2021 will be completed early next week. The Board will meet next Friday, December 18, 2020 to review the Actual Tax Commitment for Fiscal Year 2021 and sign the Warrant and Notice.

**New Business:** No new business was discussed.

**Executive Session:** Motion by Ms. Conant to move into Executive Session under Massachusetts General Laws Chapter 30A, §21(a), Purpose 7, and Chapter 30A, §22 (f), to review and discuss exemption applications and Chapter Land applications. The motion was seconded by Mr. Kanter. Roll call by Ms. Conant. Robert Kanter voted yes. John Minnehan voted yes. Lynn Conant voted yes. The motion passed unanimously with a vote of 3 to 0. The Board will adjourn from the Executive Session and will not reconvene in Open Session. Ms. Conant announced that the Board was in Executive Session at 8:44 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, Minutes of October 30, 2020 Meeting, Motor Vehicle Abatement Report, MV Commitment & Warrants

ACCEPTED AS WRITTEN this 29 day of January, 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.