

TOWN OF TOPSFIELD

Board of Assessors



MINUTES OF MEETING December 18, 2020

Call to Order: A regular meeting of the Board of Assessors was held virtually via ZOOM on Friday, December 18, 2020. The meeting was called to order by Ms. Conant at 8:34 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 December 11, 2020 meeting were tabled to the next meeting.

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.

Actual Real Estate and Personal Property Tax Commitment: The fiscal year 2021 Actual Tax commitments for real estate and personal property were presented to the Board. Upon motion duly made and seconded, the FY2021 Actual Tax Commitment for Real Estate and Personal Property were accepted and approved. The members will come to Town Hall, individually, to sign the Tax Commitment, the Warrants to the Treasurer and the Notice to the Accountant.

Fiscal Year 2022 Budget: The department budget for fiscal year 2022 was presented to the Board by the Principal Assessor. Ms. Guarino prepared the budget using the guidelines given by the Finance Committee. The Board discussed the request for an additional \$5,000 in the budget to hire an appraiser for the valuation of personal property for the two utility companies (504's) we have per the requirements of the Department of Revenue. Motion made by Mr. Minnehan and seconded by Mr. Kanter to accept the Fiscal Year 2022 department budget as presented. The motion passed unanimously.

Assessor's Report: The office is preparing for the mailings of the 3ABC exempt property mailing and the Forms of List for personal property. The Board is requested to sign the Personal Property Notice that will be posted.

New Business: No new business was discussed.

Adjournment: Having no other business to come before the Board, upon motion duly made and seconded, the Board voted to adjourn 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

Minutes of December 11, 2020 Meeting

FY2021 Actual Tax Commitments & Warrants

Finance Committee Guidelines

Memo from Town Administrator

Posted Exemption Report

ACCEPTED AS WRITTEN this 29 day of January 2021.

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.