

TOWN OF TOPSFIELD

Board of Assessors



MINUTES OF MEETING

April 30, 2021

Call to Order: A regular meeting of the Board of Assessors was held virtually via ZOOM on Friday, April 30, 2021. The meeting was called to order by Mr. Kanter at 8:37 a.m. Those in attendance were Jack Minnehan, Clerk; Robert Kanter, Member, and Toula Guarino, Principal Assessor.

Approval of Minutes: The minutes of the March 26, 2021 meeting were reviewed by the Board members. By motion made and seconded, the minutes of March 26, 2021 were approved as written, so voted 2 to 0.

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

Monthly Motor Vehicle Abatement Report: The monthly motor vehicle excise tax abatement report for April was reviewed and approved by the Board. Three (3) abatement applications were denied by the Board.

Assessor's Report: We have a three (3) year update with our DOR representative, Tom Dawley, pertaining to the directives that were given at the last recertification. Using the Gateway system, Ms. Guarino provided information on progress with the cyclical for both real estate and personal property.

Ms. Guarino will be changing the address on our records for the English Common, The Meadows, and Rolling Greens condos to coincide with the mailing address being used by the resident. A letter will be mailed to the residents informing them of the change.

Ms. Guarino will be meeting with Kevin Harutunian, Town Administrator, to discuss the interviewing process. Meetings have been scheduled for Tuesday and Wednesday of next week. Mr. Minnehan stated that the Town Administrator was not to be a part of the interview process as this position is supervised by the Principal Assessor, who is appointed by the Board of Assessors. He stated that if the Town Administrator were to take part in the interviews, he will be resigning from his position on the Board.

Executive Session: Motion by Robert Kanter, seconded by John Minnehan, 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. Roll call by Mr. Minnehan: Robert Kanter voted yes. John Minnehan voted yes. The motion passed with a vote of 2 to 0. The Board will adjourn from the Executive Session and will not reconvene in Open Session. Mr. Kanter announced that the Board was in Executive Session at 9:04 a.m.

Respectfully submitted,

Toula Guarino, M.A.A.
Principal Assessor

ACCEPTED AS WRITTEN this 28 day of May, 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.

Documents/Exhibits either distributed to the Board of Assessors before the meeting or used at the meeting:

Agenda

Meeting Minutes of March 26, 2021

Motor Vehicle Abatement Reports for April 2021

Certification Directive Progress Report

Sales Report for March

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