



TOWN OF TOPSFIELD

Board of Assessors

MINUTES OF MEETING

May 28, 2021

Call to Order: A regular meeting of the Board of Assessors was held virtually via ZOOM on Friday, May 28, 2021. The meeting was called to order by Mr. Kanter at 8:35 am. Those in attendance were Lynn Conant, Chairman; Jack Minnehan, Clerk; Robert Kanter, Member; Toula Guarino, Principal Assessor; and Christine Marshall, Assistant.

Approval of Minutes: The minutes of the April 30, 2021 meeting were reviewed by the Board members. By motion made and seconded, the minutes of April 30, 2021 were approved as written. Ms. Conant abstained from voting.

Signatures by the Board, if any: Signatures for the payroll, warrant, Motor Vehicle Commitments No. 2021-2 and No. 2020-8, Motor Vehicle Abatements and Denial, Personal Property Uncollectibles for 2015 and 2016, and authorized signature form will be obtained in the office by the Board.

Motor Vehicle Commitments: The Board will sign in the office on Tuesday Motor Vehicle Commitment No. 2021-2 in the amount of \$237,771.59 and Motor Vehicle Commitment No. 2020-8 in the amount of \$26.57.

Monthly Motor Vehicle Abatement Report and Denial, if any: The motor vehicle abatement report and denial for May were presented to the Board. The Board reviewed and approved the motor vehicle abatements and denial.

Personal Property Uncollectibles: The personal property uncollectibles reports for 2015 and 2016 were presented to the Board. Motion made by Mr. Kanter to approve personal property uncollectibles for 2015 and 2016; Mr. Minnehan seconded; motion passed unanimously with a vote of 3 to 0.

Vote to designate a member for signature authorization: The Board unanimously voted for the authorized signatories to be Mr. Minnehan as the primary and Mr. Kanter as the secondary for purposes of payroll warrants and vendor warrants.

New Business: Ms. Guarino discussed with the Board the schedule for meetings during the summer months. Town Hall will be open to the public next week and summer hours will be in effect, which are Mondays 8-7, Tuesdays 8-4:30, Wednesdays 8-4:30, Thursdays 8-4:30, and closed on Fridays. The Board decided to move the meetings for the summer to Thursdays at 8:30 am.

ACCEPTED AS WRITTEN this 29 day of June, 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.

Executive Session: Motion by Mr. Kanter to move into Executive Session under Massachusetts General Laws Chapter 30A, §21(a), Purpose 7, and Chapter 30A, §22 (f), to discuss non-public records. The motion was seconded by Mr. Minnehan. 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 8:47 am.

Respectfully submitted,



Christine Marshall

Assistant to Principal Assessor

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

Agenda

Minutes of April 30, 2021 Meeting

Motor Vehicle Commitment No. 2021-2

Motor Vehicle Commitment No. 2020-8

Motor Vehicle Abatement Report & Denial for May 2021

Schedule of Personal Property Uncollectible Taxes for 2015 & 2016

Board/Commission Signature Authorization Form



ACCEPTED AS WRITTEN this 29 day of June, 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.