



TOWN OF TOPSFIELD

Board of Assessors

MINUTES OF MEETING

June 29, 2021

Call to Order: A regular meeting of the Board of Assessors was held virtually via ZOOM on Tuesday, June 29, 2021. The meeting was called to order by Mr. Kanter at 8:30 am. Those in attendance were Jack Minnehan, Clerk; Robert Kanter, Member; Toula Guarino, Principal Assessor; and Christine Marshall, Assistant.

Reorganization of the Board: Mr. Minnehan made a motion to nominate Lynn Conant for the position of Chairman; Mr. Kanter seconded; motion passed unanimously. Mr. Kanter made a motion to nominate Jack Minnehan for the position of Clerk; Mr. Minnehan seconded; motion passed unanimously.

Reappointment of Principal Assessor: The Board on motion made by Mr. Kanter and seconded by Mr. Minnehan, voted to appoint Toula Guarino as Principal Assessor under provisions of Chapter 41, Section 25A.

Approval of Minutes: The minutes of the May 28, 2021 meeting were reviewed by the Board members. By motion made and seconded, the minutes of May 28, 2021 were approved as written.

Signatures by the Board, if any: Signatures for the payroll, warrant, Motor Vehicle Abatement Reports for June will be obtained in the office by the Board.

Preliminary Real Estate and Personal Property Tax Warrant and Notice FY 2022: The Board will sign in the office FY2022 Preliminary Real Estate Tax Warrant and Notice in the amount of \$12,891,110.16 and FY2022 Preliminary Personal Property Tax Warrant and Notice in the amount of \$196,669.87. Bills will be mailed tomorrow and due on August 2, 2021.

Monthly Motor Vehicle Abatement Report for June: The motor vehicle abatement report and denial for June were presented to the Board. The Board reviewed and approved the motor vehicle abatements.

Assessor's Monthly Report: Ms. Guarino updated the Board on the Congregation Church, Emerson Field, hearing to be held on July 26, 2021 to determine if the property is exempt or not. This outcome will determine if we will need to go to trial for the valuation of the property.

Ms. Guarino updated the Board on letters mailed for inspections of homes purchased in 2020. Ms. Guarino also informed the Board that Patriot Properties is working on Personal Property, and we will give Patriot Properties the Income and Expense forms soon.

ACCEPTED AS WRITTEN this 29th day of October, 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.

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Ms. Guarino also discussed a letter that will be sent to the condominiums at English Common, Rolling Green, and the Meadows. The Board discussed the draft letter that was emailed yesterday. This letter will inform the residents of these condominiums that we will be updating their address to conform with the Address Standard for Massachusetts Municipalities.

The Board discussed the 40B project that has been approved by the Planning Board, and wants to be sure we will have accurate addresses from the start of that project. Ms. Guarino went to Town Meeting a few years ago to implement standardizing addresses/numbering at the Planning Board phase.

New Business: No new business.

Executive Session: No need for Executive Session.

Adjournment: Having no other business to come before the Board, Mr. Kanter made a motion to adjourn at 8:45 am; Mr. Minnehan seconded the motion; motion passed unanimously. Meeting adjourned at 8:45 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 May 28, 2021 Meeting

Notice of Commitment FY2022 Preliminary Real Estate and Personal Property Tax

Assessors Warrant to Collector Preliminary Personal Property Tax FY2022

Assessors Warrant to Collector Preliminary Real Estate Tax FY2022

Motor Vehicle Abatement Report for June 2021

Draft letter for address update at English Common, Rolling Green, and the Meadows

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