



# TOWN OF TOPSFIELD

## Board of Assessors

### MINUTES OF MEETING

*October 29, 2021*

**Call to Order:** A regular meeting of the Board of Assessors was held in person at Topsfield Town Hall on Friday, October 29, 2021. The meeting was called to order by Mr. Kanter at 8:40 a.m. Those in attendance were Lynn Conant, Chair; Jack Minnehan, Clerk; Robert Kanter, Member; Toulia Guarino, Principal Assessor; and Alyssa Premo, Assistant. Lynn Conant joined the meeting at 8:52 a.m.

**Approval of Minutes:** The minutes of the June 29, 2021 meeting were reviewed by Mr. Minnehan and Mr. Kanter. By motion made and seconded, the minutes of June 29, 2021 were approved as written. The minutes of the September 24, 2021 meeting were reviewed by Ms. Conant and Mr. Kanter. By motion made and seconded, the minutes of the September 24, 2021 meeting were approved as written.

**Signatures by the Board, if any:** Signatures for the payroll and warrant were made by the Board.

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

**Assessor's Monthly Report:** Ms. Guarino told the board that the LA13 and LA4 would be ready for signatures by Monday, November 1, 2021. She also spoke about the sales analysis and gave a handout regarding FY2022 new growth, reflecting values that have not been approved yet by the DOR. The growth demonstrates high increase in residential but a low increase in commercial.

Ms. Guarino also talked about the utility company and whether we wanted to go ahead with Brian Pelletier at RRC to do the analysis again. RRC issued a quote that kept their fee the same at \$4,000. The agreement from the board was to go with RRC again.

**New Business:** No new business.

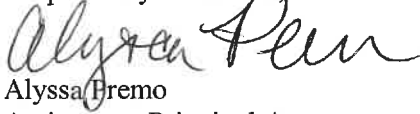
**Executive Session:** Motion by Mr. Kanter to move into Executive Session under Massachusetts General Laws Chapter 30A, §21(a), Purpose 7, and Chapter 30A, §22 (f), to discuss non-public records. The motion was seconded by Ms. Conant. Roll call by Ms. Conant: Robert Kanter voted yes; John Minnehan voted 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 9:10 am.

ACCEPTED AS WRITTEN this 19th day of Nov, 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.

*[Handwritten signatures]*

Respectfully submitted,



Alyssa Premo

Assistant to Principal Assessor

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

Agenda

Minutes of June 29, 2021 Meeting

Minutes of September 24, 2021 Meeting

Payroll Warrants for Periods Ending October 16, 2021 & October 30, 2021

Motor Vehicle Abatement Report for October 2021

FY2022 New Growth Chart

ACCEPTED AS WRITTEN this \_\_\_\_ day of \_\_\_\_\_, 2021.

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