



Office of the  
Board of Assessors

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MEETING MINUTES OF THE BOARD OF ASSESSORS

Tuesday, March 2<sup>nd</sup>, 2021

6:30 p.m.

Zoom Virtual Meeting  
REGULAR SESSION

**In Attendance:** Marc Cenerizio, Chairman, Liberio Soares, Member, Matthew Lopes, Member, Kelly Koska, Principal Assessor & Nicole Peckham, Administrative Assistant

The meeting was opened at 6:38 p.m. with a motion made by Mr. Soares and was seconded by Mr. Lopes.

The next meeting of the Board of Assessor's will be on Tuesday, March 30<sup>th</sup>, 2021 at 6:30 p.m. The platform of the meeting will be announced at a later date.

The Board voted to accept the minutes for approval of February 3<sup>rd</sup>, 2021 Open and Executive, with a motion made by Mr. Soares and seconded by Mr. Lopes.

**Agenda Topics:**

New Business

1. Kelly went over the Income and Expense forms that were mailed out and due back by March 1st. There has not been a lot of feedback on this so the Assessor's Office plans on doing a second mailing for more response.
2. Kelly went over Forms of List which have been mailed to all new and existing personal property accounts. The deadline to submit was also March 1<sup>st</sup>. The Assessors plan on doing a second mailing for this as well to get more response.
3. Kelly also went over ABC forms have been mailed to the charitable and non-profit RE accounts. She said that the Assessors have had great feedback on this and Nicole confirmed that the Assessors have received all but one form back. Nicole plans on reaching out to that business directly.

4. Wednesday March 3<sup>rd</sup> is the Finance Committee meeting. Kelly and one of the board members will have to attend to review the proposed Assessors budget for FY 2022.
5. All of the board members have been given a copy of hat Kelly has written for the 2020 Town Report to review. This report covers what happened during 2020 including the changes the pandemic brought, as well as changes in the Assessor's Office.
6. Town Meeting is scheduled for May 10<sup>th</sup>, 2021. The Assessors have 2 articles that will be submitted for vote.
7. The next Board of Assessors meeting will be Tuesday March 30<sup>th</sup>, 2021 at 6:30 p.m.

**Old Business:**

No Old Business

Mr. Cenerizio announced that he is commencing the Open Session and will go into Executive Session. The Board will reconvene in Open Session.

The Board ended Open Session at 6:43 p.m. with a motion made by Mr. Lopes and was seconded by Mr. Soares.

The Board returned to Open Session at 7:20 p.m. with a motion made by Mr. Soares and was seconded by Mr. Lopes.

The Board reviewed and discussed all Personal Exemptions and voted to accept 2 applications and deny 1. A list of these will be attached to the minutes. Due to the meeting being held virtually, the Board granted Kelly Koska the ability to sign these forms on their behalf.

The Board has also voted to accept 4 FY 2021 abatement applications and voted to deny 4 FY 2021 abatement applications.

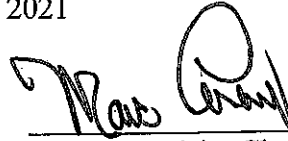
Kelly reviewed all of the end of month paperwork for February 2021. The Board has voted to approve and sign all the documents. Due to this meeting being held via Zoom, Kelly Koska has signed items in lieu of the Board of Assessors.

The meeting ended at 7:21 p.m. with a motion made by Mr. Lopes and seconded by Mr. Soares.

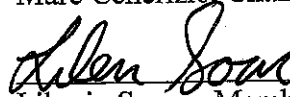
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**Items to Sign:**

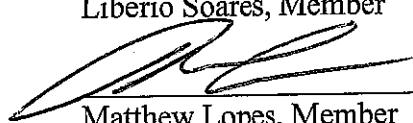
1. Monthly list and report MV abatements – February 2021
2. Monthly List of RE Exemption abatements – February 2021
3. FY 2021 RE and PP abatements reviewed and voted
4. Minutes Open and Executive – February 2<sup>nd</sup>, 2021
5. Monthly List of RE abatements – February 2021
6. Monthly List of PP abatements – February 2021



Marc Cenerizio, Chairman

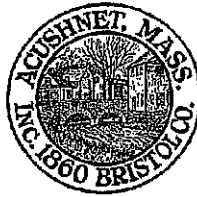


Liberio Soares, Member



Matthew Lopes, Member

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Office of the  
**Board of Assessors**

**MEETING MINUTES OF THE BOARD OF ASSESSORS**  
**Tuesday, March 2<sup>nd</sup>, 2021**  
**6:44 p.m.**  
**EXECUTIVE SESSION**

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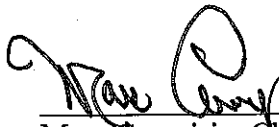
**In Attendance:** Marc Cenerizio, Chairman, Liberio Soares, Member, Matthew Lopes, Member, Kelly Koska, Principal Assessor & Nicole Peckham, Administrative Assistant

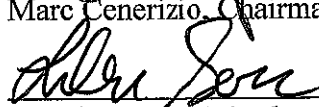
The meeting was opened at 6:44 p.m. with a motion made by Mr. Lopes and was seconded by Mr. Soares.

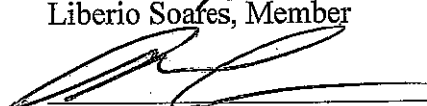
1. The Board discussed and reviewed FY 2021 Personal Exemptions. The Board voted to approve two applications submitted and deny one application.
2. Parcel ID 7.17A.17B submitted a RE abatement application with supporting documents. The Board voted to look over the documents and make a decision on this abatement at the March 30<sup>th</sup> meeting.
3. The Board discussed the preliminary FY 2022 budget. Kelly explained what the budget is for the year and what is being allocated for what, such as salaries and Patriot Property Contracts.
4. The Board has been given copies of the 2020 Town Report. They have been asked to read and review prior to Kelly submitting this to the Selectmen.
5. Town Meeting has been set for May 10<sup>th</sup>, 2021. Kelly has two articles to be submitted, one to hire a commercial appraiser to appraise industrial properties and the second article is to charge a \$25 fee on abutters list requests.

6. The Board reviewed the following RE abatement applications and made the following decisions:
- a. 24.166 – approve
  - b. 24.177.179 – approve
  - c. 25.31 – deny
  - d. 18.64H – approve
  - e. 19.35 - approve
7. The Board reviewed PP abatement applications for account numbers 450, 50 and 49. They voted to deny the abatements.
8. The Board and Kelly also discussed the probationary review period for Administrative Assistant. They have voted to offer her a permanent position in the Assessors Office.

A motion to close Executive Session and return into Open Session at 7:19 p.m. was made by Mr. Soares and seconded by Mr. Lopes.

  
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Marc Cenerizio, Chairman

  
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Liberio Soares, Member

  
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Matthew Lopes, Member

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