



Office of the  
Board of Assessors

MEETING MINUTES OF THE BOARD OF ASSESSORS

Wednesday, March 2<sup>nd</sup>, 2022

4:12 p.m.

Selectmen's Meeting Room  
REGULAR SESSION

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

The meeting was opened at 4:12 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 Wednesday, March 30<sup>th</sup>, 2022 at 4 p.m. in the Selectmen's Meeting Room.

The Board voted to accept the minutes for approval of January 26<sup>th</sup>, 2022, Open and Executive, with a motion made by Mr. Lopes and seconded by Mr. Soares.

**Agenda Topics:**  
New Business

1. FY 2023 Forms Of List were mailed out on 1/1/2022 to all existing and new Personal Property accounts. This information is necessary to accurately assess Personal Property accounts as of 1/1/2022. The deadline to submit these applications is 3/1/2022. Kelly asked that anyone who has not submitted this to please do so soon, as the deadline has passed.
2. FY 2023 Income and Expense forms were mailed out on 1/1/2022 to all Commercial, Industrial and mixed use real properties. This information is used to assist in the valuation of these categories of real property using the Income Approach to value. The deadline to submit these applications is 3/1/2022. Kelly asked that anyone who has not submitted this to please do so soon, as the deadline has passed.

3. FY 2023 Form ABC applications for real estate exempt status was also due on 3/1/2022. The majority of applicants had submitted documentation. Kelly asked that anyone who has not submitted this to please do so soon, as the deadline has passed.
4. Kelly discussed the preliminary review and preparation for the FY 2023 budget and presented a level funded and level service budget to the Board. The service budget is to reinstate line items used for professional development such as training and travel costs associated with education or training. Both budgets were presented to the Finance Committee on 2/2/2022.
5. Kelly discussed that this year, the Board of Assessors will be submitting an article for Town Meeting, which is to be held on Monday, May 9<sup>th</sup>, 2022. The article is to request the Assessors to get Near Map software. This software can be used as a measuring tool for improvement since fly overs of the town would be done twice a year.
6. Kelly discussed how the Assessors contract with Patriot Properties is up for renewal. She also discussed how Patriot Properties is able to go out to the 504 Personal Property accounts that are in town. By allowing Patriot Properties to go out, a more in depth assessment of these accounts will be conducted.
7. The next Board of Assessors meeting will be Wednesday, March 30<sup>th</sup>, 2022 at 4:00 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 4:21 p.m. with a motion made by Mr. Lopes and was seconded by Mr. Soares.

The Board returned to Open Session at 4:33 p.m. with a motion made by Mr. Lopes and seconded by Mr. Soares.

The Board reviewed and voted to approve all the MV abatements for February 2022. A motion was made by Mr. Lopes and seconded by Mr. Soares.

The Board reviewed and discussed all FY 2022 Personal Exemptions and voted to accept all new and repeat applications. A motion was made by Mr. Lopes and seconded by Mr. Soares. A list of these will be attached to the minutes.

The Board has also voted to accept 5 FY 2022 RE abatement applications and 3 PP abatement applications. A list of these will be attached to the minutes.

The Board reviewed and voted to approve Patriot Properties going out to inspect the 504 accounts in town for FY 2023. A motion was made by Mr. Soares and seconded by Mr. Lopes.

The Board reviewed and voted to approve the Patriot Properties Cyclical Inspections for FY 2023. A motion was made by Mr. Lopes and seconded by Mr. Soares.

The meeting ended at 4:35 p.m. with a motion made by Mr. Lopes and seconded by Mr. Soares.

**Items to Sign:**

1. Monthly list and report MV abatements – February 2022
2. Monthly list and report RE abatements – February 2022
3. Monthly list and report PP abatements – February 2022
4. Minutes - Open and Executive Session – January 26<sup>th</sup>, 2022
5. Contracts – Patriot Properties – 504 valuations and FY 2023 Cyclical Inspections
6. Real Estate Abatements/Personal Exemptions – FY 2022



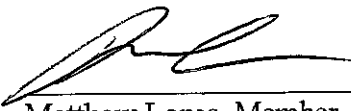
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Marc Cenerizio, Chairman



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Liberio Soares, Member



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Matthew Lopes, Member



Office of the  
**Board of Assessors**

MEETING MINUTES OF THE BOARD OF ASSESSORS  
Wednesday, March 2<sup>nd</sup>, 2022  
4:21 p.m.  
EXECUTIVE 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 4:21 p.m. with a motion made by Mr. Lopes and was seconded by Mr. Soares.

1. The Board reviewed FY 2022 Personal Exemptions. They voted to approve the following repeat applicants:  
17D-1, 41C-2 and 22a-1
2. The Board reviewed two new applicants for FY 2022 Personal Exemptions. They voted to approve two new applications:  
41C-1 and 17D-1
3. The Board discussed 5 abatements that had been submitted for Real Estate and 3 abatements for Personal Property. They voted to approve all applications submitted.
4. The Board discussed monthly RE, PP and MV abatements, and voted to approve them.

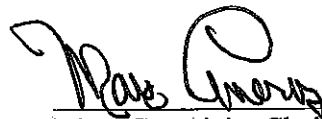
**Pursuant MGL Chapter 59 Section 60:** Applications for abatement or exemption under this chapter shall, be open only to the inspection of the assessors, the commissioner, the deputies, clerks and assistants of either the assessors or the commissioner and such other officials or designated private auditors of the commonwealth or of its political subdivisions as may have occasion to inspect such applications in the performance of their official, contractual or designated duties; provided, however, that nothing in this section shall prevent a person who submitted that information, or his designated representative, from inspecting or being provided a copy of the submission upon request.

**Pursuant MGL Chapter 4 Section 7 clause 26:** referencing the definition of public records from this statute.


The following is the list of parcels voted on and approved:

- Exemption Applications
  - 25-344
  - 24-215
  - 13-14S
  - 24-312
  - 8-8E
- Abatement Applications
  - 24-139.139D
  - 18-12V
  - 24-124
  - 24-166
  - 24-177.179
  - Personal Property Account #252
  - Personal Property Account #567
  - Personal Property Account #1292

A motion to close Executive Session and return into Open Session at 4:33 p.m. was made by Mr. Lopes and seconded by Mr. Soares.

  
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Marc Cenerizio, Chairman

  
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Liberio Soares, Member

  
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Matthew Lopes, Member