



Office of the  
Board of Assessors

MEETING MINUTES OF THE BOARD OF ASSESSORS

Friday, November 3<sup>rd</sup>, 2023

4:16 p.m.

Selectmen's Meeting Room  
REGULAR SESSION

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

The meeting was opened at 4:16 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, December 13<sup>th</sup>, 2023 at 4 p.m. in the Selectmen's Meeting Room.

The Board voted to accept the minutes for approval of October 4<sup>th</sup>, 2023 Open and Executive, with a motion made by Mr. Lopes and seconded by Mr. Soares.

**Agenda Topics:**

New Business

1. Kelly notified the Board that the Accounting Department will have their final figures for the FY 2024 Recap after Town Meeting on November 6<sup>th</sup>, 2023. The FY 2024 Classification hearing will be held on Tuesday, November 14<sup>th</sup>, 2023.
2. Kelly discussed the FY 2024 Real Estate and Personal Property numbers for growth and analysis should be complete next week. Kelly asked that the Board of Assessors meet briefly prior to November 14<sup>th</sup>, 2023 to give the Board of Selectmen their recommendation. The previous shift was 35% in FY 2023.

3. Kelly also discussed the upcoming Fall Town Meeting that will be held on Monday, November 6<sup>th</sup>, 2023 at 7 p.m. at Ford Middle School. The Town Meeting Warrant is available online. The Board of Assessors did not have any articles submitted at this meeting.
4. The Board reviewed three articles that are listed on the Town Meeting Warrant that would have an impact on the Assessor's Office if approved. The articles discussed were Article 3, Article 12 and Article 13. The Board voted to address Article 3 at Town Meeting. A motion was made by Mr. Lopes and seconded by Mr. Soares.
5. The next Board of Assessors meeting will be Wednesday, December 13<sup>th</sup>, 2023 at 4:00 p.m.

**Old Business:**

No Old Business

Mr. Brown 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 4:19 p.m. with a motion made by Mr. Soares and seconded by Mr. Brown.

The Board returned to Open Session at 4:36 p.m. with a motion made by Mr. Soares and seconded by Mr. Brown.

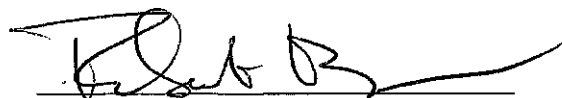
The Board reviewed and discussed FY 2024 RE Personal Exemption applications. They voted to accept repeat applicants. A motion was made by Mr. Soares and seconded by Mr. Lopes.

The Board reviewed and discussed all FY 2025 Chapter 61A/61B/61 applications. They voted to accept all of these applications. A motion was made by Mr. Soares and seconded by Mr. Lopes.

The meeting ended at 4:51 p.m. with a motion made by Mr. Soares and seconded by Mr. Lopes.

**Items to Sign:**

1. Meeting Minutes October 4<sup>th</sup>, 2023 - Open and Executive Session
2. MV Abatements -- October 2023
3. FY 2024 Personal Exemption applications
4. FY 2025 Chapter 61A/61B applications
5. Rollback tax warrant -- Chapter 61B Map 8 Lot 25A.25C
6. Lien Release -- Chapter 61B lien release Map 8 Lot 25A.25C
7. Certificate for Chapter 61/61A Forest Land -- Map 11 Lot 22

A handwritten signature in black ink, appearing to be 'Robert B', followed by a long horizontal stroke.

Robert Brown, Chairman

A handwritten signature in black ink, appearing to be 'Liberio Soares', followed by a horizontal line.

Liberio Soares, Member

A handwritten signature in black ink, appearing to be 'Matthew Lopes', followed by a horizontal line.

Matthew Lopes, Member



Office of the  
**Board of Assessors**

MEETING MINUTES OF THE BOARD OF ASSESSORS  
Friday, November 3<sup>rd</sup>, 2023  
4:19 p.m.  
EXECUTIVE SESSION

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

The meeting was opened at 4:19 p.m. with a motion made by Mr. Lopes and was seconded by Mr. Soares.

1. The Board discussed FY 2024 RE Personal Exemptions, both new and repeat applicants. They voted to approve the following applicants:  
17D-2      41C-8      22a-3      22E-1
2. The Board also discussed FY 2025 Chapter 61A and 61B applications, and voted to approve the following:  
61A-1      61-1

**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:

- Personal Exemption Applications

- 16-93
- 10-99
- 24-17T
- 13-14S
- 22-24
- 25-151
- 18-92
- 1-28A.29A
- 13-25B
- 20-12B.12C
- 24-215
- 16-160
- 3-12
- 15-173
- 15-365

- Chapter Applications

- 19-38.38A.38E
- 11-22

A motion to close Executive Session and return into Open Session at 4:36 p.m. was made by Mr. Lopes and was seconded by Mr. Soares.



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Robert Brown, Chairman



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Liberio Soares, Member



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Matthew Lopes, Member