

TOWN OF LUNENBURG  
BOARD OF ASSESSORS  
P.O. BOX 135  
LUNENBURG, MA 01462

Minutes from BOA (Board of Assessors) meeting held: August 1, 2023.

Location: In person at the Lunenburg Town Hall and broadcast over the Lunenburg Public Access Channel.

The meeting opened at 2:30 PM.

Members Present: Administrative Assessing Assistant Sheila Craigen, Board Member Kevin Fish, Chairman Richard Letarte, Board Member John Rabbitt, Interim Principal Assessor Rena Swezey.

**Board Member Comment**

John Rabbitt nominated Kevin Fish for Vice Chairman, but Kevin Fish declined. John Rabbitt then nominated Kevin Fish for the Clerk position. John Rabbitt nominated himself for the Vice Chair position.

John Rabbitt suggests creating a meeting protocol and wants to discuss the frequency of meetings. John Rabbitt also recommends getting more help or resources to fix the mess. There are only 1 and a half people in the office while there should be 4.

**Public Comment**

Dave McDonald – 155 Island Road – Inquires as to why the evaluation of the house went up and whether it was town-wide or based on the type of property. Dave McDonald also inquires if an official judgment has been made on his property. Richard Letarte explains that the increase was townwide based on the type of property and the square footage. The reason given by the board for the increase is the price of construction per square foot has risen. Dave McDonald confirms there has been no construction since 1995. The Board states he should receive an answer by the end of the week regarding the abatement decision. Rena Swezey has a brief discussion regarding the depreciation schedule. The problem is that his property changed from conventional to contemporary. All conventional properties' prices per square foot went from 129 to 155 dollars. Dave McDonald wants to know how they come up with estimated taxes. Rena Swezey states that they are based on the previous year's tax rate and the previous year's value.

**Meeting Protocol**

John Rabbitt suggests an update to the meeting protocol. After reviewing other boards John Rabbitt feels their meetings are run differently. Suggestions for additional items to be added to

the agenda include board speaking, public speaking, appointment/interviews, town manager report, old business carried over, and new business. John Rabbitt feels this would be helpful so that everyone can be better prepared for the meetings. Also wants an established meeting schedule and proposes meeting twice a month while Richard feels once monthly is sufficient. Kevin Fish agrees that additional meetings could be beneficial but only during peak times. The majority of the board does not want to meet twice a month and doesn't even want to have 2 tentative meetings a month. John Rabbitt suggests scheduling tentative meetings twice a month as placeholders but meetings can be canceled if they are not needed.

Review and approval of expense vouchers, motor vehicle abatements, and payroll from July.  
Signed by Richard Letarte and John Rabbitt.

#### **Discuss Office Functions**

Rena Swezey confirms that everything is proceeding as normal. Rena Swezey says the sales verification letters are ready to be sent out and the sales questionnaire is ready to be emailed. John Rabbitt inquires if property cards are available, collected, and completed.

#### **Adjournment**

Motion to adjourn and enter into executive session and not return to the open meeting by Kevin Fish, Seconded by John Rabbitt. All in favor.

The meeting adjourned at 3:15 PM.