



**TOWN OF LUNENBURG
BOARD OF ASSESSORS
Minutes April 2, 2025
Executive Session**

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**LUNENBURG TOWN
CLERK OFFICE**

Board Members: Brian Laffond and Jack Rabbit in attendance.

Executive Session started at 8:00PM

Review of Exemptions and Real Estate Abatements FY2025

- 4 22 to 22E Brian signed, only Sarah needs to initial approval.
- 22E \$1000.00 exemption 100% Disabled
 - 2 approved
 - 1 exemption needs clarification-new or revised reimbursement of \$600.00
- 22 \$400.00 exemption
 - 3 approved
- Real Estate Abatements
 - 3 admin abatements granted, land cost error. Total \$6001.38.
- 41A
 - Discussed application and letter that Jack drafted for Adam Costa to review.

Meeting adjourned 9:30PM

Lynda McQuade will send over the pdf format of the minutes to be posted by Ellen.

The other minutes are still being reviewed for approval.

- Review and Approve Invoices, Expense Vouchers, Billing Errors, etc.

There were no invoices, vouchers, or billing errors to address.

- BOA Policies

Lynda McQuade provided a new document that will be reviewed when full Board, including, Sarah Cammer, is present.

- Senior Means Tested Exemption.

Lynda McQuade states some changes have been made to the application.

The brochure that she created is going to be made into a tri-fold.

Lynda McQuade inquired with the Town Clerk. They determined there are 2,826 residents 65 years of age or older. She will try to find out how many of those residents are homeowners.

Lynda McQuade confirmed that 1% of the Tax Levy (at 100% of Circuit Breaker) amount would support 117 parcels. If more people qualify than that, it would reduce the amount available per application for this exemption.

- 41A Deferral Exemption.

Brian Laffond spoke to the Town Counsel regarding the deferral document created by John Rabbitt. There were some edits/corrections made.

Lynda McQuade spoke to Ezequiel Ayala and was told an account has been set up specifically for deferrals.

- Assessor Organizational Metrics.

John Rabbitt believes this tool would be imperative to stay on track. This topic will be added to the next meeting's agenda.

- Cyclical Inspection Program.

The inspection program is going on its 2nd week. The street names that are anticipated to be inspected for the week have been posted.

There is a list of residents that have called and do not want the inspection, or they don't want anybody on their property.

Lynda McQuade states the purpose of the cyclical inspection is to verify the data on the record card for accuracy. This inspection needs to be completed

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Breaker) Lynda McQuade confirmed that 1% of the Tax Levy (at 100% of Circuit amount would support 117 parcels. If more people qualify than that, it would reduce the amount available per application for this exemption.

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every 10 years at the directive of the Department of Revenue. There are 500 inspections that need to be completed by June.

● Warrant motion for Town Meeting on Clause 41 and 17 Assets/Income Level Adjustment Exemption.

Town Counsel revised the document that the Board sent to them. There may be some push-back from the Department of Revenue and/or the Attorney General's Office because we are resetting the baseline. Town Counsel confirms there may be another way to get this accomplished, but they are unsure how.

There was a motion to proceed with the documents as amended by Town Counsel by John Rabbitt, seconded by Brian Laffond. All in favor.

POSTPONED TOPICS

● DOR Directives.

Robin Nano is working on and organizing the chapter land files.

UPCOMING MEETING/EVENTS SCHEDULE

Upcoming Meetings: April 16, 2025, May 7, 2025, May 21, 2025.

CLOSING COMMENTS

● Public

There were no comments from the public.

● Board

There were no comments from the Board.

ADJOURN

There was a motion by Brian Laffond to adjourn the open meeting and enter the executive session, not to return to the open session after exiting executive session. Seconded by John Rabbitt. All in favor.

The meeting closed at 8:00 PM.