

APPROVED
11/19/25
BPL

LUNENBURG BOARD OF ASSESSORS
JULY 16, 2025
BILOTTA ROOM, LUNENBURG TOWN HALL
17 MAIN STREET

Present Members: Chair Brian Laffond, Vice Chair Sarah Cammer (Zoom),
Principal Assessor Lynda Cajka

CALL TO ORDER

The meeting opened at 6:35PM.

OPENING COMMENTS

- Board

There were no comments from the Board

- Public

There were no comments from the public.

STATUS REPORT FROM PRINCIPAL ASSESSOR.

- FY2026 Interim adjustments, Addition of tax billing responsibilities in office, CAI map update. Other items as needed.

In the last month there have been 12 abutters lists requests. A total of 70 motor vehicle excise tax abatements have been processed in MUNIS and are awaiting payment processing by the tax collector.

While reorganizing the office a few months ago there were a few issues identified regarding Chapter land properties. In town there are 91-chapter land properties including: 29 forestry, 35 agriculture, and 27 recreational. 9 of these properties didn't have liens and there were 21 applications missing. Letters have been sent and are in the process of being filed with the registry of deeds. Due to no response, there were 7 properties that have been removed from chapter land, 4 Chapter 61A and 3 were 61B. Additionally, there are 4 properties were that were in chapter land that had no liens and were sold. Thus roll back tax bills were issued. One property that was sold in Nov. 2021, has no application and no lien, but wants to "continue in Chapter 61B". There was an apparent communication breakdown during the transfer of property. The Board wishes to postpone a decision on this property until our next meeting. At that time, if we have a valid application and the lien is in progress, we could decide whether to issue roll-back order or not. We will revisit this in August.

The Assessor's Office is getting ready to start FY26 cyclical inspections program phase 2. 500 blue postcards were mailed. If a blue postcard is received, residents should expect a visit from the Vision appraiser. If you receive a blue postcard and

do not want anyone to visit your home, please call the office and make them aware. There is no exact date that the Vision inspector will start.

Robin Nano has started preparing the FY27 Chapter Land applications that will be mailed August 1st.

Lynda Cajka has begun developing a draft of the scope of work RFP to address the Neighborhood review and revision directive from the DOR.

Lynda Cajka has been in contact with the Vision appraiser, and they indicated that the office will be receiving the interim adjustment on time this year. They have started the interim adjustments. Current due date is September 30, 2025.

Current assessed value of growth for FY26 is \$27,758,770. The dollar amount that does not include personal property is \$398, 615.93. Personal property (currently being done by RRC) will increase that Growth.

Goals for next month include:

- Finalizing FY26 growth
- Continue Chapter 61B inspections
- Reviewing registry of deeds to find any parcels that were split. Due to vacancy in the planning department the office is not receiving any map updates. Sarah Cammer requested a list of those properties in question.

A resident called with questions regarding their property value. Through research it was determined that the property has a 20% economic obsolescence. We discovered there were 131 properties that had that obsolescence code. 34 of them were functional, meaning they would be addressed with the building as a functional issue and range from 5% to 50%. Typically, the DOR doesn't support adjustments over 15%. Denise McCue and Lynda Cajka will be completing inspections of all of those properties.

CURRENT BUSINESS

- Review and Approve Minutes of March 12, 2025, and March 19, 2025, April 16, 2025, May 5, 2025. Executive Sessions of July 8, 2025, and review changes of April 16, 2025, and May 5, 2025.

The review and approval of minutes will take place at the first meeting in August while all members are physically present.

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

There were no invoices, vouchers or billing errors to review. There are 2 Liens for Chapter Lands that must be signed, but signatures for liens must be notarized. Brian Laffond will come into the office for them.

Sarah Cammer will have to come to the office to sign the commitment for Real Estate and Personal Property.

- Neighborhood/Site Index Plan for DOR Directives RFP/Scope of Work.

Lynda Cajka has been working on the neighborhood review directive and have drafted a proposal and the scope of work for this directive.

Sarah proposed some changes to the site indexes. Also suggested is an excel spreadsheet of their neighborhoods and site indexes for each of the properties.

The scope of work is suggested to be completed by the end of the week. We need to finalize the wording of the RFP at an open meeting, tentatively scheduled for July 29, 2025.

- 41A Income Limitation

There is a maximum income of \$20,000 to partake in the deferral program. The Board anticipates modifying the income number at the next town meeting as it hasn't been updated in decades.

Brian Laffond will write up a warrant article for the next town meeting to be reviewed at our next meeting.

- Senior Means Tested Exemption Presentation at Senior Center.

Lynda Cajka created a brochure with an application that is available at the adult activity center and the Board of Assessors Office.

Requirements for exemption include:

- 65 years of age or older
- Owned or occupied your primary residence in Lunenburg for the past 15 years.
- Must have been granted the circuit breaker income tax credit on your 2024 tax return.
- Annual income level for 2024 can't exceed \$72,000 for single individuals, \$91,000 for head of households, or \$109,000 for married couples.
- Asset limit is \$275,000 including checking, savings, second home, trust fund, securities, and bonds.
- Must submit an application to the assessing department every year.
- The max exemption for 2026 is \$2,730. Additionally, applicants may also receive an elderly exemption in the same fiscal year if they qualify.

POSTPONED TOPICS

Criteria for Clause 18.

Sarah Cammer proposed reviewing the workflow going through the Assessor's Office. There are multiple systems and papers going back and forth. There may be some additional software available that may streamline tasks.

UPCOMING MEETING/EVENTS SCHEDULE

Brian Laffond states the Board is slated to go before the Select Board with a response to the investigation on August 13th.

A tentative meeting was scheduled for July 29th at 11AM to review and approve the RFP.

Upcoming Meetings: August 13, 2025, September 17, 2025.

Additionally, tentative meetings are scheduled for the first and third Wednesday starting in September. Lynda will send proposed dates.

CLOSING COMMENTS

- Public

There were no comments from the public.

- Board

Brian Laffond states there is an opening on the Board of Assessors and asks anyone interested to fill out and submit a talent bank application.

ADJOURN

There was a motion to adjourn by Sarah Cammer, seconded by Brian Laffond. All in favor.

The meeting closed at 7:45 PM.