

Approved

11/19/25
BPL
SK

LUNENBURG BOARD OF ASSESSORS
AUGUST 13, 2025
BILOTTA ROOM, LUNENBURG TOWN HALL
17 MAIN STREET

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

CALL TO ORDER

The meeting opened at 6:45 PM.

OPENING COMMENTS

- Board

There were no comments from the Board.

- Public

There were no comments from the public.

STATUS REPORT FROM PRINCIPAL ASSESSOR.

- FY2026 Growth, Accomplishments of Assessing Department, Addition of tax billing responsibilities in office. Other items as needed.

In the past month the office has received 12 abutters list requests, 17 motor vehicle excise tax exemptions, and 1 motor vehicle commitment. We also received 2 Motor Vehicle commitments for 2024 that were resolved by Robin Nano.

The 4 properties that received chapter land roll back tax that didn't have liens were sent a letter. 2 of the properties reached out to the office while the other 2 did not. Lynda Cajka will provide an update at the next meeting. The chapter land applications were previously mailed by Robin Nano on August 1st (deadline of December 1, 2025, for 2026).

Denise McCue and Lynda Cajka continued inspections on chapter land properties. There were some functional and economic obsolescence discounts on properties, some of which have documented justification, but many don't. The office sent out letters with a due date of August 15th. If a response has been received, then an inspection has been completed. Discounts with no explanation will be removed. This will be added to the next agenda to continue to review.

The Fiscal 2026 real estate exemption applications will be mailed on September 1, 2025.

Lynda Cajka and Robin Nano have been going through the registry of deeds to find parcels that were split that include plans that haven't yet been submitted to the Assessor's office.

A review of available exemptions, including Senior Real Estate Means-tested Exemption, was presented at the Adult Activities Center today. Attendance was a little disappointing. The presentation will be available at the Assessor's web-site. We have already begun to receive applications for Means-tested exemptions, which are due by September 3, 2025. Sarah Cammer suggested a follow up exemptions presentation after bills go out in 2026.

RRC is still working on new growth for personal property. Vision is reviewing the sales report as minor corrections have been needed. Vision is very close on real estate growth. Preliminary real estate is \$394K. When personal property is added, we should easily exceed our projection from last spring of \$400K.

Lynda Cajka has documented list of major accomplishments of the Assessor's office since she joined in March, 2024.

There was discussion about the current practice of using "Above Average" as a ranking for most chapter land properties. Lynda Cajka will research further.

CURRENT BUSINESS

- Review and Approve Minutes of March 12, 2025, March 19, 2025, April 16, 2025, May 5, 2025, and July 16, 2025, and July 29, 2025, Executive Session of April July 8, 2025, and Review of Executive changes for May 19, 2025, May 5, 2025, and April 16, 2025.

The Open Meeting minutes will be reviewed at the next meeting.

There was a motion to approve the executive session minutes from May 19, 2025, and July 8, 2025, by Sarah Cammer, seconded by Brian Laffond. All in favor.

There was a motion to approve the executive session minutes from April 16, 2025, and May 5, 2025, as amended, by Sarah Cammer, seconded by Brian Laffond. All in favor.

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

Commitment 8 of 2024 motor vehicle excise tax was signed.

- Final Review of Response to Select Board Investigation Report

This topic was not discussed.

- Senior Means Tested Exemption brochure and presentation at the Adult Activity Center today

Lynda Cajka provided a presentation today at the Senior Center regarding the FY 2026 senior real estate tax exemptions and explained the circuit breaker.

The presentation will be uploaded to the Board of Assessors website.

- FY2026 Tax Classification Hearing Date: Tentative November 4, 2025.

- There was a motion to pass on the first-right-of-refusal for the property at 222 West Townsend Road by Brian Laffond, seconded by Sarah Cammer. All in favor.
- There was a request from the Master Planning Steering Committee for Assessor input. Brian Laffond will draft a response for next meeting.
- 41A Warrant for Income Limitation Increase.
Lynda Cajka will inquire with Jennifer Warren-Dyment about when the warrant articles are due for November Town Meeting.

POSTPONED TOPICS

- Criteria for Clause 18
- BOA Policies Binder
Lynda Cajka provided a draft Policies Binder, based on one graciously provided by the Assessor from Everett. The team suggests that this be used as a template.

UPCOMING MEETING/EVENTS SCHEDULE

- September 3, 2025
- September 24, 2025
- October 1, 2025
- October 15, 2025
- November 5, 2025
- November 19, 2025
- December 3, 2025
- December 17, 2025

(All meetings scheduled for 6:30p.m. with location varying each meeting).

CLOSING COMMENTS

- Public
There were no comments from the public.
- Board
There were no comments from the board.

ADJOURN

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

The meeting closed at 8PM.