

LUNENBURG BOARD OF ASSESSORS
NOVEMBER 19, 2025
BILOTTA ROOM, LUNENBURG TOWN HALL
17 MAIN STREET

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

CALL TO ORDER

The meeting opened at 6:30 PM.

JOINT MEETING WITH SELECT BOARD TO APPOINT NEW BOARD OF ASSESSOR MEMBER

The joint meeting with the Select Board opened at 6:34 PM.

Brian Marple was present and interested in joining the Board of Assessors. He is a 30-year resident of Lunenburg, a consultant, and a retired software engineer. Brian Marple was already present at a prior Board of Assessors meeting where he was interviewed.

There were no comments from the Select Board.

There was a motion to appoint Brian Marple to the Board of Assessors with a term to expire at the next annual town election by Caesar Nuzzolo, seconded by Brian Laffond. Roll call vote. Renee Emkey aye, Glenn McLeod aye, Brian Laffond aye, Brian Lehtinen aye, Sarah Cammer aye, Caesar Nuzzolo aye. The motion passed unanimously.

Brian Marple will need to meet with the Town Clerk to get sworn in before he can vote.

There was a motion to adjourn the Select Board meeting by Renee Emkey, seconded by Glenn McLeod. Roll call vote. Renee Emkey aye, Glenn McLeod aye, Brian Lehtinen aye, Caesar Nuzzolo aye.

The Select Board meeting adjourned at 6:43 PM.

OPENING COMMENTS

- Board

The Board welcomed Brian Marple to the Board of Assessors.

- Public

There were no comments from the public.

STATUS REPORT FROM PRINCIPAL ASSESSOR

- Update on FY 2026 LA4, LA13, Tax Billing/Munis Update and Chapter Land Release. Other items as needed.

Lynda Cajka confirmed the LA3 and the LA13 were approved on November 10, 2025.

The LA13 average residential assessed value for FY 2026 is \$517,296. This is a 2.4% increase from last year (FY 2025).

The growth for FY 2026 totaled \$518,650.

Additionally, the LA4 classification report was approved by the Bureau of Local Accounts.

Lynda Cajka states the bridging issues with MUNIS is still unresolved and she has been working with Randy Mercier.

The Assessor's Office is waiting for the Tax Levy so the classification hearing can be held. Once this is completed, the DOR will set the tax rate. Bills need to be completed by December 14, 2025. At that point, bills can get printed and prepared for mailing.

The office is continuing to review Chapter Land. There is a Chapter Land release for 222 West Townsend Road that was approved but is awaiting the Board signatures.

CURRENT BUSINESS

- Review and Approve Minutes of July 16, 2025, July 29, 2025, August 13, 2025, September 3, 2025, and October 1, 2025, and Executive Session Minutes for October 16, 2025, October 22, 2025

There was a motion to approve July 16, 2025, minutes as amended by Sarah Cammer, seconded by Brian Laffond. All in favor.

There was a motion to accept the minutes of July 29, 2025, without modification by Sarah Cammer, seconded by Brian Laffond. All in favor.

There was a motion to accept the minutes of August 13, 2025, without modification by Sarah Cammer, seconded by Brian Laffond. All in favor.

There was a motion to approve the executive session minutes of October 22, 2025, as amended by Sarah Cammer, seconded by Brian Laffond. All in favor.

- Assessor Website Change and Approval by Board of Assessors

Neither Brian Laffond nor Sarah Cammer were able to review the website.

Lynda Cajka provided a document to Kara McCarthy to be uploaded to the website. This document allows homeowners to see the new values.

- 41A Warrant for Income Limitation Increase Vote Town Meeting, November 18, 2025.

The 41A warrant article was approved at Town Meeting.

Lynda Cajka did point out the last sentence states, “deferrals granted for taxes assessed for the fiscal years beginning on or after July, 2026”. This needs to be clarified to FY 2027.

- Neighborhood Review Vote from Town Meeting

The Department of Revenue requires there to be a full re-evaluation of neighborhoods every 5 years. Neighborhoods are recommended to have similar characteristics within those codes called site indexes. The site indexes are what affects valuation based on sales.

The Board of Assessors is looking to hire a temporary assessing assistant who specializes in this field to complete the reviews. This position has been approved in both the Salary Administration Plan and the Town Budget.

- FY 2026 Tax Classification Hearing Update-Tentatively scheduled for November 25th at 7:05p.m..

Lynda Cajka provided a draft for the Board to review. We are still awaiting the Tax Levy from the Town Accountant. The document included 5 classes of property, tax levy, and property record cards.

POSTPONED TOPICS

- Criteria for Clause 18
- Update on New Mapping Software
- BOA Policies Binder

UPCOMING MEETING/EVENTS SCHEDULE

Upcoming Meetings: December 3, 2025, and December 17, 2025. All meetings are 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 the open meeting and enter executive session, not to return to the open session after exiting the executive session by Sarah Cammer, seconded by Brian Laffond. Brian Marple will not participate in the executive session. All in favor.

The open meeting closed at 8:13 PM.

APPROVED FOR RELEASE
2/4/26
B.P.L.
SSV
JPM



**TOWN OF LUNENBURG
BOARD OF ASSESSORS
Minutes November 19, 2025
Executive Session**

Executive Session started at 8:14 p.m.

Attending the executive session were the Chair, Brian Laffond and Board member Sarah Cammer. A total of 14 real estate exemptions were reviewed with Lynda Cajka, the Assessor. All of the 14 real estate exemptions were approved by the Board of Assessors.

The breakdown of the 14 real estate exemption applications that were approved include:

- 10 of Clause 22/Veteran
- 2 of the Clause 22E Applications
- 1 of the Clause 22D-Full Exemptions
- 1 of the Clause 41D/Elderly

Meeting adjourned 9:15pm