

LUNENBURG BOARD OF ASSESSORS
WEDNESDAY, DECEMBER 3, 2025
RITTER BUILDING, LOWER LEVEL CONFERENCE ROOM
960 MASSACHUSETTS AVE

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

CALL TO ORDER

The meeting opened at 6:37p.m..

OPENING COMMENTS

- Board

Brian Laffond welcomed Brian Marple to the Board.

- Public

There were no comments from the public.

STATUS REPORT FROM PRINCIPAL ASSESSOR.

- Update on Tax classification hearing, tax billing Munis update. Other items as needed.

Randy Mercier has been in the office working on the ongoing bridging issue with MUNIS.

The tax classification hearing took place last week and is currently awaiting approval from the state. The Select Board approved a residential single tax rate that is estimated to be around \$14.39 per thousand. The median single family home value for FY 2026 was \$517,296 and the average tax was \$7,443.89.

In the past month:

- The office has received 9 abutters list requests.
- 35 motor vehicle excise tax abatements were received.
- Robin Nano has processed commitment number 6 of 2025. There were 442 excise tax bills that totaled \$44,864.32.
- Lynda Cajka sent the forms of list to businesses in town. The forms need to be returned by March 1, 2026.

Ongoing tasks:

- Continued research of Clause 18.
- Finalize billing to get to printer by December 14th.
- Awaiting approval from the state regarding tax recap.

Brian Laffond and Sarah Cammer signed the motor vehicle excise tax commitment.

Lynda Cajka came across a property that was coded as forestry that was sold in October that had a lean, no application, no new lean, no affidavit. A certified letter was mailed, and Lynda Cajka will follow up.

CURRENT BUSINESS

- Review and Approve Minutes of September 3, 2025, October 1, 2025, October 16, 2025, October 22, 2025, November 3, 2025, and November 19, 2025, and Executive Session Minutes for November 19, 2025.

The Board members were unable to review any minutes. The executive session minutes for the last meeting have not been completed.

- Assessor Website Change and Approval by Board of Assessors

There are no new updates regarding the website aside from the anticipated going live date of January 1, 2026.

Brian Laffond will work on getting Brian Marple access.

- Neighborhood Review Start Date

The article regarding the neighborhood study was approved at Town Meeting. The anticipated review start date is the beginning of January, 2026.

- Criteria for Clause 18

Lynda Cajka contacted Westford and Littleton to inquire if any income and asset limitations have been established. They have no documents set in stone and are addressed on a situation-to-situation basis.

Through Brian Laffond's research it appears that asset and income limits are very low and rarely used.

- BOA Code of Conduct Policies

Lynda Cajka provided a sample of the policies that the town of Littleton developed. The Board will review and discuss at a future meeting.

POSTPONED TOPICS

- Update on New Mapping Software

Lynda Cajka has not contacted the representative at Data Scout. The pressing question is whether data can be updated from the field.

- BOA Policies Binder

Lynda Cajka has added additional information related to chapter land to the binder.

Brian Laffond questions if these documents and information can be added to the website. Lynda Cajka confirms the documents are saved on the OneDrive and are organized. Additionally, uploading everything to the website would be tedious.

UPCOMING MEETING/EVENTS SCHEDULE

- Upcoming Meetings: December 17, 2025, January 7, 2026, and January 21, 2026. (All meetings scheduled for 6:30p.m. with location varying each meeting).

The meeting arranged for December 17th is tentatively scheduled.

Additional meetings were scheduled for February 4, 2026, and February 25, 2026.

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. All in favor.

The meeting closed at 7:55p.m..

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



**TOWN OF LUNENBURG
BOARD OF ASSESSORS
Minutes, December 3, 2025
Executive Session**

Executive Session started at 7:55 p.m.

Attending the executive session were the Chair, Brian Laffond and Board member Sarah Cammer. A total of 5 real estate exemptions were reviewed with Lynda Cajka, the Assessor. All of the 5 real estate exemptions were approved by the Board of Assessors.

The breakdown of the 5 real estate exemption applications that were approved include:

- 3 of Clause 22/Veteran
- 2 of the Clause 22E Applications

Meeting adjourned 8:14pm