



OLC
2/25/26

**TOWN OF LUNENBURG
BOARD OF ASSESSORS
Minutes, February 4, 2026
Executive Session**

Executive Session started at 9:08 p.m.

Attending the executive session were the Chair, Brian Laffond, Sarah Cammer and Board member Brian Marple. A total of 4 real estate exemptions were reviewed with Lynda Cajka, the Assessor. All of the 4 real estate exemptions were approved by the Board of Assessors.

The breakdown of the 4 real estate exemption applications that were approved include:

- 2 of Clause 22/Veteran Applications
- 1 of the Clause 22E Application
- 1 of the 41D Clause Application

The Assessor also discussed the 12 Real Estate Abatements for FY2026. The Board of Assessors approved 4 of the real estate abatements. A total of 8 abatements were denied which consisted of 2 real estate abatements and 6 personal property abatements. The 6 personal property abatements were denied as the abatements were submitted by a solar company that leases their solar systems to residents and solar is not taxable for residential properties.

Meeting adjourned 9:52 p.m.

LUNENBURG BOARD OF ASSESSORS
WEDNESDAY, FEBRUARY 4, 2026 at 6:30P.M.
RITTER BUILDING, LOWER LEVEL
960 MASSACHUSETTS AVENUE

Present Members: Chair Brian Laffond, Vice Chair Sarah Cammer, Principal Assessor Lynda Cajka, Finance Director/Town Accountant Karen Barrett, Member Brian Marple

CALL TO ORDER

The meeting opened at 6:30 PM.

OPENING COMMENTS

- Board

Introduction of Karen Barrett, our new Finance Director.

Sarah Cammer asked about implementing a “Tax-Shift” for the Senior Means Tested Exemption.

Sarah Cammer would like some additional information for a future discussion regarding the requirements for Clause 18.

Brian Laffond stated while reviewing the accounting’s office website, he came across the financial statement from 2023, but 2024 was not posted. It was confirmed that Karen Brochu was in the process of finishing and closing out the 2024 statement. It will be posted as soon as complete.

- Public

There were no comments from the public.

- FY2027 Overlay, Budget and Growth Estimates

Brian Laffond expressed that he doesn’t suggest changing the growth estimates at this time. The Board also agreed not to reduce the overlay.

Sarah Cammer questions how to handle funding the Senior Means Tested Exemption. Karen Barrett will look into this further.

Brian Laffond inquired about a possible tax shift for the funds from last year.

Brian Laffond asks Karen Barrett how the town funds the senior tax work off program and if those funds come from the overlay account.

Brian Laffond inquires into the balance of the overlay account. The Board is only aware of a rough estimate from April of 2025. After reviewing the 4 previous years, the average was \$151,000. The current proposal for the

overlay is \$260,000. Increase is largely driven by increases in eligibility for exemptions and the addition of the Senior Means Tested Exemption.

STATUS REPORT FROM PRINCIPAL ASSESSOR

- Update on FY2026 Real Estate and Personal Property Tax Abatements/MUNIS Bridge Updates. Other items as needed.

The Assessor's Office has received 8 abutters lists requests. 10 motor vehicle excise tax abatements were processed in MUNIS and are awaiting payment from the tax collector.

We received 27 Real Estate (21) and Personal Property Abatement (6) applications. Currently 6 out of the 27 real estate abatement applications have been inspected. Due to weather, the remainder have been somewhat delayed.

The goals for next month include:

- Continue inspections of real estate properties.
- Continue ongoing work with Randy Mercier to fix bridging issue.

There was some discussion about the sewer bill and enterprise fund showing up on the commitment. Karen Barrett will get additional information over to the Board. This will be added to future agenda for further discussion.

We continue to work on a map numbering and "bridging" problem between Vision and MUNIS.

CURRENT BUSINESS

The Board signed the excise tax for Commitment number 7 of 2025 and Commitment number 1 of 2026. Commitment number 7 of 2025 included 288 bills totaling \$13,200.28. Commitment 1 for 2026 included 12,622 bills totaling \$1,819,740.97.

The Board signed the release to remove 1083 Northfield Road and 356 Mass Ave. from chapter land.

The Annual Report was briefly discussed, and members will have further discussion at the next meeting.

- Review and Approve Minutes of September 3, 2025, & October 1, 2025, October 16, 2025, October 22, 2025, November 3, 2025, November 19, 2025, December 3, 2025, and January 7, 2026 & Executive Session Minutes for November 19, 2025 & December 3, 2025, & January 7, 2026.

There was a motion to approve the minutes of September 3, 2025, with

modifications by Sarah Cammer, seconded by Brian Marple. Sarah Cammer aye, Brian Marple aye, Brian Laffond aye.

There was a motion to approve the minutes of October 1, 2025 & October 16, 2025, by Sarah Cammer, seconded by Brian Marple. Sarah Cammer aye, Brian Marple aye, Brian Laffond aye.

There was motion to approve the executive session minutes of November 19, 2025, by Sarah Cammer, seconded by Brian Marple. Sarah Cammer aye, Brian Marple aye, Brian Laffond aye.

There was a motion to approve the executive session minutes of December 3, 2025 & January 7, 2026, with modifications by Sarah Cammer, seconded by Brian Marple. Sarah Cammer aye, Brian Marple aye, Brian Laffond aye.

- Senior Center (Eagle House) Real Estate Tax Exemption Presentation, Thursday, March 12th at 9:00a.m.

Lynda Cajka provided the Board with her presentation that included information on senior means exemptions, circuit breakers, and abatements.

There was a motion to approve the first Wednesday in September as the annual due date to submit applications for the Senior Means Tested Exemption by Sarah Cammer, seconded by Brian Marple. Sarah Cammer aye, Brian Marple aye, Brian Laffond aye.

This year the deadline will be September 2, 2026.

Lynda Cajka states 6 applications have been submitted for FY26 for the senior work off program. In FY25, 9 applications were approved and totaled \$9,674.50.

- Status of Neighborhood Review Project /DOR Directives

Lynda Cajka states she plans to start working on the Neighborhood Review next month. Lynda Cajka has drafted a job description for the temporary position of Special Assistant to work on the neighborhood review. Funding for Neighborhood Review project was also discussed.

Land Condition Factors

There have been 358 land conditions adjustments. 289 were residential, 69 are commercial property, with 113 of the residential being on the water.

- BOA Code of Conduct/Policies

Lynda Cajka provided the Board with the Code of Conduct/Policies that the

Town of Littleton has executed.

There was a motion to approve and implement the Code of Conduct/Policies document with modifications by Sarah Cammer, seconded by Brian Marple. Sarah Cammer aye, Brian Marple aye, Brian Laffond aye.

POSTPONED TOPICS

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

Lynda Cajka states the upgrade for the mapping software will not be going forward due to the budget.

UPCOMING MEETING/EVENTS SCHEDULE

Upcoming Tentative Meetings: February 25, 2026, March 4, 2026 & March 18, 2026, March 25, 2026 (All meetings scheduled for 6:30p.m. with location varying each meeting).

CLOSING COMMENTS

- Public

There were no comments from the public.

- Board

The Board members were happy with the additions to the website and feel it is more user friendly.

Brian Laffond suggests returning to monthly meetings starting in May once all of the abatements have been processed.

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 Marple. All in favor. Sarah Cammer aye, Brian Marple aye, Brian Laffond aye.

The meeting closed at 8:55 PM.