



Minutes Approved Date
BPL June 3, 2026

**TOWN OF LUNENBURG
BOARD OF ASSESSORS
Minutes, May 13, 2026
Executive Session**

Executive Session started at 8:25 p.m.

Attending the executive session were the Chair, Brian Laffond, Board members, Sarah Cammer and Brian Marple. Lynda Cajka presented 1 real estate exemption to the board to review. The one 17E exemption application was approved by the Board of Assessors.

Meeting adjourned 8:32 p.m.

LUNENBURG BOARD OF ASSESSORS
WEDNESDAY, MAY 13, 2026
RITTER BUILDING, LOWER LEVEL
960 MASSACHUSETTS AVENUE

Minutes Approved	Date
BPL	August 5, 2026

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

CALL TO ORDER

OPENING COMMENTS

- Board

There were no comments from the Board.

- Public

There were no comments from the public.

- Review and Approve Minutes of February 4, 2026, February 25, 2026, April 8, 2026, and April 22, 2026 & Executive Session Minutes for April 8, 2026, and April 22, 2026.

There was a motion to approve the executive session minutes of April 8, 2026, by Sarah Cammer, seconded by Brian Marple. All in Favor.

There were no minutes from public meetings reviewed or discussed.

STATUS REPORT FROM PRINCIPAL ASSESSOR

- Update on FY2026 Real Estate and Personal Property Tax Abatements, Chapter Land and DOR Certification Directives Progress. Other items as needed.

For the month of April there were 6 abutters lists requests received.

Subsequent discussion confirmed that these were done through CAI.

The Administrative Assessing Assistant processed motor vehicle commitment 2 of 2026 consisting of 831 motor vehicles totaling \$245,021.38.

There was 1 bill for commitment number 8 of 2025 totaling \$5.02 (previously signed).

In the past month, 64 motor vehicle excise tax abatements were received. All abatements have been processed in MUNIS and are awaiting payment by the tax collector.

All FY26 real estate abatement applications have been processed. There was a total of 27 received and 15 of those were granted totaling \$31,197.53. 12

were denied including 6 real estate abatements and 6 that were personal property.

Lynda Cajka prepared the FY26 supplemental real estate bills totaling \$11,963 consisting of 3 properties. Lynda Cajka will be sending a letter of explanation along with supplemental bills.

A total of 3 supplemental bills were reviewed totaling \$11,964. There was a motion to approve the notice of commitment totaling \$11,964.63 by Sarah Cammer, seconded by Brian Marple. All in favor.

CAI map updates were not being processed in Vision because Vision had done a server upgrade which resulted in our GIS update tool to fail. This problem has been corrected. Lynda Cajka's computer will be dedicated to this update for several hours tomorrow. Karen Barrett confirmed that the Town is planning to provide a server that will include this functionality, so individual laptops are not impacted.

Sarah Cammer wants to request monthly card and maps updates from CAI. Lynda Cajka will inquire with CAI to confirm there will be annual updates to the Vision property record cards, monthly updates to the CAI property record cards, and weekly CAI map updates. CAI cards and Vision cards should be clearly labeled and dated.

The FY27 growth was estimated at \$400,000. The current growth for commercial and industrial is \$243,542 which equates to an assessed value of \$16,924,400. The personal property growth is \$124,684.

The goals for next month include working on the neighborhood review and completing the FY27 preliminary tax file. In summary, we are on target to create the estimated bills for FY27.

There was a motion to recommend non-purchase of 350 and 356 Hollis Road by Sarah Cammer, seconded by Brian Laffond. All in favor.

Lynda Cajka will be ending her contract with Lunenburg at the end of June. Brian Laffond drafted a job posting and description. The board reviewed, modified and approved the draft.

Sarah Cammer believes there may be additional departments in the town that could use CAI services that are already being paid for.

The Board reviewed and signed notice of Commitment and Supplemental taxes for 3 properties. Letters will be sent to each of the property owners.

CURRENT BUSINESS

- Update of Neighborhood Review Project

us Rena Swezey confirms the test-town from Vision was enabled. This will allow to experiment with adjustments without impacting the live data.

the There are “factors” on many properties (reducing values) on without any supporting documentation or explanation, the DOR recommends removing factors.

Rena Swezey plans to focus on the current site codes 1/1A/1B and 3 for completion this year. Rena Swezey will continue working with Sarah Cammer regarding neighborhood review and waterfront property codes.

The Board confirms that they intend to complete cyclical in-house as much as possible to minimize/eliminate contracted services for that activity.

POSTPONED TOPICS

- Criteria for Clause 18
- BOA Policies Binder

UPCOMING MEETING/EVENTS SCHEDULE

Upcoming Tentative Meetings: June 3, 2026, July 1, 2026, and August 5, 2026. (All meetings scheduled for 6:30p.m. with location varying each meeting).

CLOSING COMMENTS

- Public

There were no comments from the public.

- Board

Sarah Cammer wanted to remind seniors of the circuit breaker tax credit. If a senior qualifies, they have an option to apply for the Senior Means Tested Exemption and/or a possible deferral.

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.

The meeting closed at 8:09 PM.