

BOARD OF ASSESSORS

Samuel P. Chase, Chairman
John J. Duffett
Kevin Sullivan



Chief Assessor
Frank T. Reen, M.A.A

RECEIVED

2020-07-09

11:52 AM

TOWN OF CHELMSFORD

PATRICIA E. DZURIS

TOWN CLERK

Telephone: (978) 250-5220

Chelmsford Town Offices
Assessor's Office
50 Billerica Rd
Chelmsford, MA 01824-2777

Approved by BOA Vote July 9, 2020

Meeting Date: 19 June 2020
Location: Virtual Meeting via Zoom application
Assessor's Office, 50 Billerica Rd, Chelmsford MA 01824
Present: S. Chase, J. Duffet, F. Reen
Absent: K. Sullivan
Public Present: None

Meeting Called to Order at: 12:04 PM by S. Chase

Note: The Assessor's office files abatement, exemption, and hardship files by Account. No., which is the same as the tax bill number. All properties acted upon are referred to by the Account No. referenced on the corresponding documents.

1. Reading of Governor's Order Suspending Certain Provisions of the Open Meeting Law, by the Chair.
2. Approval of 15 May 2020 Minutes: Motion to approve by J. Duffett, second by S. Chase, vote to approve, unanimous.
3. Approval of 15 May 2020 Executive Session Minutes, not to be released to public due to confidential taxpayer information. Motion to approve by J. Duffett, second by S. Chase, vote to approve, unanimous.
4. Appointments: None
5. Discussion: Removal of Chapter 61 Farmland Exemption: Request by Patricia and Marie Wojtas to the Assessors on 11/26/2019 to remove approximately 5.25 acres of their Elm Street property from Chapter 61A protection. On January 9, 2020 the Board of Assessors voted to approve dissolution of Lien and sign Release of Classified Forest-Agricultural-Horticultural-Recreational Land. Pursuant to the five-year look-back, taxes in the amount of \$28,600 have been paid to the town, and F. Reen advises that the commitment will be put before us at our next meeting.
6. Discussion: Process for review and release of Board of Assessor's Executive Session minutes: S. Chase outlined general guidelines for executive session meetings as they pertain to Board of Assessors actions. F. Reen confirmed his understanding that generally, Executive Session is the appropriate mechanism for discussion/action on General and Hardship Exemptions, and some abatement requests. To support Exemption and Hardship applications, taxpayers are required to submit confidential and personal information including, but not necessarily limited to, Federal 1040 and Mass. State tax returns, physician affidavits, and other medical information as appropriate. F. Reen explained that general practice is that Executive Session minutes for all but Hardship cases can be

released, but supporting documentation such as 1040 Tax Forms and medical information cannot. J. Duffet stated that although the supporting documents are part of the complete file, they are not physically attached to minutes, but are included by Tax File reference (noted in the minutes). Generally taxpayer financial and medical information is not available to the public. S. Chase will check with the Attorney General to insure that we are following the correct process.

7. Executive Session: Motion by J. Duffett to adjourn to Executive Session, pursuant to MGL Chapter 30A, Section 21(a)(7), to comply with, or act under the authority of, any general law, specifically, to require confidentiality as defined in MGL Chapter 59 Section 60, Records of Abatements, and Chapter 214 Section 1B, Right of Privacy, to discuss abatement and/or hardship exemption actions as required, and further, to discuss strategy with respect to pending litigation, upon conclusion of Executive Session, not to return to Open Session. Second by S. Chase. Voted: Mr. Duffett, Aye; Mr. Chase, Aye. Regular Meeting Adjourned.

Meeting Adjourned, 12:16 PM

Respectfully submitted,
Sam Chase, Chairman