

## BOARD OF ASSESSORS

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



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

Telephone: (978) 250-5220

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

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Approved by BOA Vote 10 Aug 2023

Meeting Date: 10 August 2023  
Location: Assessor's Office, 50 Billerica Rd, Chelmsford MA 01824  
Present: S. Chase, J. Duffett, R. Gagne  
Absent: F. Reen  
Public Present: None  
Meeting Called to Order at: 7:00 PM

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.

Note: R. Gagne Assistant Assessor participating for F. Reen at this meeting

1. Approval of 1 June 2023 Minutes: Motion to approve by J. Duffett, second by S. Chase, vote to approve, unanimous.
2. Appointments: None
3. Discussion: Re timeliness of publication of Meeting Minutes: S. Chase suggested conditional approval of Minutes immediately after regular meeting agenda items are concluded to expedite posting. The Atty General suggests that Minutes should be posted no later than 30 days after meeting occurrence and this change would ensure that the Board complies with that directive. Motion to approve change to posting as suggested by J. Duffett, second by S. Chase, vote to approve, unanimous.
4. Monthly Reports and Warrants: FY24 Preliminary Warrant/Commitment, \$57,461,604.46; FY24 CPA Preliminary Warrant/Commitment, \$721,517.81; FY24 Personal Property Preliminary Warrant/Commitment, \$2,002,161.52; motion to approve by J. Duffett, second by S. Chase, vote to approve, unanimous. FY21 Excise Commitment/Warrant-11, \$64.25; FY22 Excise Commitment/Warrant-09, \$64.25; FY23 Excise Commitment/Warrant-04, \$267,072.72; motion to approve by J. Duffett, second by S. Chase, vote to approve, unanimous.
5. End of Month Reports: FY23 PP Abatements June 2023, \$551.27; FY22 PP Abatements June 2023, \$307.16; FY20 PP Abatements June 2023, \$139.92; FY23 RE Abatements June 2023, \$422.11; FY 23 RE Exemptions June 2023, \$39.94; FY20 Excise June 2023, \$21.50; FY21 Excise June 2023, \$386.97; FY22 Excise June 2023, \$874.66; FY23 Excise June 2023, \$18,383.16; FY23 PP Abatements July 2023, \$286.42; FY23 RE Exemptions July 2023, \$48.84; FY 21 Excise July 2023, \$93.96; FY22 Excise July 2023, \$163.34; FY23 Excise July 2023, \$5,532.08; motion to approve by J. Duffett, second by S. Chase, vote to approve, unanimous.

6. Motion to approve 10 August 2023 Minutes, subject to later revision if required, by J. Duffett, second by S. Chase, vote to approve, unanimous.

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 by Poll of the Board: Mr. Duffett, Aye, Mr. Chase, Aye. Regular Meeting Adjourned.

Meeting Adjourned, 7:23 PM

Respectfully submitted:  
Sam Chase, Chairman