

**Town of Concord  
Board of Assessors Meeting Minutes  
September 1, 2022**

**Present:** Brendan Kemeza, Mera Tilley, David Karr, Arry Charles  
**Absent:** Yannis Tsitsas  
**Staff:** Meredith Stone, Town Assessor; Rich Scanlon, Interim Town Assessor; Rick Carolyn Dee, Sr. Administrative Assistant, Michael Gibbons, Sr. Department Clerk and Rick Ladd, Assistant Assessor  
**Public:** Dee Ortner, Finance Committee Member (Board of Assessors Liaison)

The meeting was called to order at 6:30 P.M.

**WELCOME MEREDITH STONE, TOWN ASSESSOR**

Ms. Dee introduced Meredith Stone, who had been chosen as the new Town Assessor, to the Board members, and each of the Board members introduced themselves. Ms. Stone introduced herself to the Board and reviewed her previous experience working as an Assessor in other communities. Ms. Stone stated that she was excited to work with the Board and the Town in her new role.

**APPOINT CHAIR & VICE-CHAIR**

Ms. Dee explained the need to appoint a Chair and a Vice-Chair and indicated that Mr. Karr and Mr. Kemeza had expressed interest in serving as Chair and Vice-Chair, respectively.

On a **MOTION** made by Ms. Tilley seconded by Mr. Charles it was **UNANIMOUSLY VOTED 4-0** to **APPOINT** David Karr as Chair of the Town of Concord's Board of Assessors

On a **MOTION** made by Ms. Tilley seconded by Mr. Charles it was **UNANIMOUSLY VOTED 4-0** to **APPOINT** Brendan Kemeza as Vice-Chair of the Town of Concord's Board of Assessors

**MINUTES**

**June 16, 2022**

On a **MOTION** made by Ms. Tilley and seconded by Mr. Kemeza it was **VOTED 4-0** to **APPROVE** the minutes of the Regular Session meeting of June 16, 2022.

**MOTOR VEHICLE END OF MONTH REPORT**

Ms. Dee presented the End of Month Report for Motor Vehicle Excise Tax Abatements for **June 2022** with the following amount:

**2022 - \$6,559.14**

On a **MOTION** made by Mr. Kemeza seconded by Ms. Tilley it was **UNANIMOUSLY VOTED** to **APPROVE** the motor vehicle excise tax abatements for **2022** as designated in the End of the Month Report for **June 2022** and as listed above.

Ms. Dee presented the End of Month Report for Motor Vehicle Excise Tax Abatements for **July 2022** with the following amounts:

**2022 - \$4,528.18**

On a **MOTION** made by Ms. Tilley seconded by Mr. Kemeza it was **UNANIMOUSLY VOTED** to **APPROVE** the motor vehicle excise tax abatements for **2022** as designated in the End of the Month Report for **July 2022** and as listed above.

### **REVALUATION FY 2023 UPDATE**

Ms. Stone reviewed the following target completion dates for the revaluation:

- 9/7/22 - Vision System Shutdown; all FY23 changes need to be completed
- 9/15/22 - Mike Tarello working with Town staff on values
- 9/27/22 - Vision Completes Valuation Review
- 10/3/22 - DOR begins preliminary certification
- 10/11/22 - Release Preliminary Values to Public
- 10/20/22 - 2-week disclosure period begins
- 10/31/22 - Final changes entered into Database
- 11/1/22 - Submit final values to DOR – System Shutdown
- 11/18/22 - DOR Approves Final Values
- 11/28/22 - Classification Hearing with Select Board
- 12/5/22 - Convert File and Download to ADMINS
- 12/30/22 - Mail 3rd Quarter Tax Bills

Ms. Stone stated that Town staff would be forwarding preliminary values to the Board prior to releasing them to public for their review and in preparation for questions they may receive from residents.

Mr. Charles asked if the new values would capture renovations that had been completed over the last fiscal year. Ms. Stone stated if the renovations were completed by June 30, 2022, the value would be captured.

### **TITLE V BETTERMENT LOAN**

Ms. Dee explained that Betterment Loans are given to help Town residents replace failed septic systems. Ms. Dee presented a Title V Betterment Loan with the following amount:

Kenneth Gaetz & Katherine Lambropoulos-Gaetz	321 Nashoba Rd	\$30,000
	<b>TOTAL</b>	<b>\$30,000</b>

On a **MOTION** made by Ms. Tilley seconded by Mr. Kemeza it was **UNANIMOUSLY VOTED** to **APPROVE** the Title V Betterment Loan as designated above.

**SENIOR MEANS TESTED EXEMPTION—HOME RULE PETITION**

Ms. Stone explained that the Home Rule Petition to make the Senior Means Tested Exemption permanent was signed by the Governor on August 24, 2022. She noted that with the exemption now being permanent a yearly tax shift would fund the exemption instead of the Overlay Account which has funded it since the sunset clause expired in 2021. The Exemption will be funded through the Overlay Account for FY 2023 as a vote at the 2023 Town Meeting needs to take place for this to become permanent.

**SIGNATURE STAMPS**

Ms. Dee explained that Assessing Staff uses signature stamps, of the Board Members, to stamp documents, including abatement applications, that had been approved by the Board. She asked Mr. Karr and Mr. Charles to provide their signatures so that a stamp could be made for each of them.

**TOWN ASSESSOR**

Ms. Stone stated the Mr. Scanlon would be reducing his time spent in Assessors Office, but would still be available to staff, as needed. Mr. Scanlon stated that he has enjoyed his time in Concord and thanked the Board and Town Staff for their work and positive working relationship. Gail Dowd will officially begin her role as Chief Financial Officer for the Town, after serving as Interim Finance Director since February. Ms. Dee and Mr. Gibbons will be attending the M.A.A.O. Clerks Meeting held in September and that she will be attending a seminar titled “What’s New in Municipal Law” which is also in September. She concluded by informing the Board that the cyclical inspections were still ongoing, with Mr. Ladd, Mr. Phalen, and Vision Government Solutions working to complete them.

**BOARD COMMENTS**

There were none.

**EXECUTIVE SESSION (UNDER RULE 7)**

At 6:50 P.M. a **MOTION** was made by Mr. Kemeza to enter into Executive Session to consider Statutory Exemption Applications, Community Preservation Surcharge Exemption Applications and Appellate Tax Board Cases, in compliance with the Open Meeting Laws purpose #7 (“To comply with, or act under the authority of, any general or special or federal grant-in-aid requirements”) and to adjourn the meeting from the Executive Session. The motion was seconded by Ms. Tilley and it was **UNANIMOUSLY VOTED** by Roll Call Vote:

Mr. Karr — Aye  
Mr. Kemeza — Aye  
Ms. Tilley — Aye

Mr. Charles — Aye

Respectfully submitted,  
Michael Gibbons  
Sr. Department Clerk