



**Town of Middleton**  
**Board of Assessors**  
**48 South Main Street**  
**Middleton, Massachusetts 01949**  
**978-774-2099**  
*www.middletonma.gov*

**MINUTES OF MEETING**  
***March 23, 2021***

**Call to Order:** An open session meeting of the Board of Assessors was held via the Zoom Virtual Meeting Platform on March 23, 2021. The publicly posted meeting notice supplied a link to the virtual meeting as well as the Assistant Assessor's email address for the public to direct questions in advance. The meeting was called to order at 4:03 p.m. by Chairman Garber. Present were, Chairman of the Board, Jeffrey P. Garber, Board Member, Deborah J. Carbone, Clerk of the Board, Toulia Guarino, Assistant Assessor, Bradford W. Swanson, and Administrative Assessor, Therese A. Fontaine.

**Approval of Minutes:** Motion by Ms. Carbone to approve the minutes of February 23, 2021 as written. The motion was seconded by Ms. Guarino. Roll call by Mr. Garber: Ms. Carbone voted yes. Ms. Guarino voted yes. Mr. Garber voted yes. The motion passed unanimously.

**Signatures for Payroll Warrant:** The Chairman's signature for payroll warrants #2119 & #2120 will be obtained on Wednesday, March 24, 2021. This is a housekeeping issue with no vote required.

**Monthly Motor Vehicle Abatement Report:** The monthly motor vehicle excise tax abatement report for February of 2021 was reviewed and approved by the Board. Signatures will be obtained from Board members on Wednesday, March 24, 2021. This is a housekeeping issue with no vote required.

**Discuss Fiscal Year 2022 Budget:** Mr. Swanson informed the Board that the Finance Committee will have their final meeting with the Board of Selectmen next week to finalize the budget. A decision on the Board's request for a full time field assessor will be made at that meeting. Ms. Carbone reiterated the fact that the position will pay for itself by increasing growth and revenue for the town. There was no further discussion.

**Discuss Annual Town Meeting and Warrant Articles:** Mr. Swanson informed the Board that the annual town meeting will likely be postponed until June and will be held outside. There was no discussion.

**New Business:** No new business was discussed.

**Public Comment:** A link to the virtual meeting along with the Meeting ID and Password were included in the meeting notice that was publicly posted. The public were also encouraged to email questions or comments in advance of the meeting to the Assistant Assessor's email address: [bradford.swanson@middletonma.gov](mailto:bradford.swanson@middletonma.gov). No members of the public were in attendance and no emails had been received from the public regarding the virtual meeting.

**Executive Session to discuss non-public records:** Motion by Ms. Carbone to enter Executive Session under *Massachusetts General Laws Chapter 30A, Section 22 (f)* to review Executive Session Minutes from February 23, 2021 and under *Massachusetts General Laws Chapter 30A, Section 21 (a), Purpose 7* to discuss non-public records. The Board will adjourn from the Executive Session and not reconvene in Open Session. The motion was seconded by Ms. Guarino. Roll call by Mr. Garber. Deborah Carbone voted yes. Toula Guarino voted yes. Jeffrey Garber voted yes. The motion passed unanimously with a vote of 3 to 0. Mr. Garber announced that the Board was in Executive Session at 4:19 p.m.

Respectfully submitted,

Therese A. Fontaine  
Administrative Assessor

**Documents/Exhibits either distributed to the Board of Assessors before the meeting or used at the meeting:**

Agenda

Open Session Meeting Minutes from February 23, 2021

Payroll Warrants #2119 & #2120

Motor Vehicle Abatement Report for February 2021

ACCEPTED AS WRITTEN this \_\_\_\_ day of \_\_\_\_\_, 2021.

Pursuant to the "Open Meeting Law," M.G.L. c.30A, §22(a), and "Public Records Law," M.G.L. c.66, §5A, the approval of these minutes by the Board constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Board as to the completeness or accuracy of such statements.