



MANCHESTER-BY-THE-SEA

BOARD OF ASSESSORS • TOWN HALL

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Board of Assessors Open Session Meeting Minutes January 23, 2025

The meeting was called to order by Mr. McAvoy at 5:35 p.m. The meeting was held at Seaside One, across the street from Manchester Town Hall. Members of the Board of Assessors Jeff McAvoy, Lou Logue, Rob Beatty and Principal Assessor Branciforte were present. Roll call: Jeff McAvoy, Board Member, Lou Logue, Board Member, Rob Beatty, Board Member.

Open Session called to order by Mr. McAvoy at 5:35PM. Motion was seconded by Mr. Logue with all in favor.

Minutes from December 19, 2024, Open Session meeting were reviewed. Mr. McAvoy made a motion to accept the minutes as presented. Mr. Beatty seconded the motion with all in favor.

Omitted and Revised Bills FY2025. Principal Assessor Branciforte let the Board know we had billing issues this quarter. Moving forward, audit trail will be requested from the IT company and from Patriot Properties. Instructions from the billing company were requested and Assessor Branciforte will follow the instructions as she works on bills with the billing company rep. Sample bills to be checked by Principal Assessor and Treasurer Collector. Vendors are short staffed, and mistakes are being made. Additional auditing by the Principal Assessor will be made. Principal Assessor Branciforte submitted Omitted and Revised forms. Motion to accept the forms was made by Mr. Logue. Motion was seconded by Mr. Beatty with all in favor.

The sales report for December 2024 was discussed.

Annual Town Reports for Assessing and Building Dept. were reviewed. Mr. McAvoy made a motion to approve the reports as presented. Mr. Beatty seconded the motion with all in favor.

The next meeting dates are scheduled for the following Thursdays, 5:30PM-7:00PM: February 27, 2025, March 27, 2025, April 17, 2025, May 15, 2025, and June 12, 2025.

At 6:17p.m. Mr. Beatty made a motion to adjourn the Open Session and enter Executive Session. Mr. McAvoy seconded the motion with all in favor.

Documents reviewed at the meeting:

- Minutes from January 23, 2025, Open Session meeting
- Sales Report for December 2024
- FY25 Omitted and Revised Reports
- Annual Town Reports for Assessing and Building Dept.

Respectfully submitted by Michelle Branciforte, MAA, Principal Assessor

APPROVED: _____

Executive Session called under MGL 30A, section 21 sub-section (a) sub-sub section (7) to discuss non-public records MGL Chapter 59: minutes from January 23, 2025, meeting, motor vehicle and boat abatements (if any), motor vehicle/boat denials (if any), senior exemption applications (if any), RE/PP abatement applications (if any). Mr. McAvoy motioned to enter the Executive Session, seconded by Mr. Beatty. Mr. McAvoy stated that the Board will not reconvene to the Open Session after the Executive Session. Roll call vote: Mr. McAvoy: AYE; Mr. Logue: AYE; Mr. Beatty: AYE.

**Board of Assessors
Executive Session Meeting Minutes
January 23, 2025**

A meeting of the Manchester Board of Assessors was held on January 23, 2025, at 6:17 p.m. in the meeting room at Seaside One, across from Manchester Town Hall. Executive Session was called under MGL 30A, section 21 sub-section (a) sub-sub section 7 to discuss non-public records MGL chapter 59. Members of the Board Jeff McAvoy, Lou Logue, Rob Beatty, and Principal Assessor Branciforte were present.

The motion to open the meeting was made at 6:17 p.m. by Mr. McAvoy. Mr. Beatty seconded the motion with all in favor. **PASSED 3-0.**

Executive Minutes from December 19, 2024 meeting, were reviewed. Mr. Beatty made a motion to accept the minutes as presented. Mr. Logue seconded the motion with all in favor. **PASSED 3-0.**

MV Excise Denials. (3) Denials were presented. Mr. Beatty made a motion to accept the Denials as presented. Mr. McAvoy seconded the motion. **PASSED 3-0.**

FY2025 Senior Exemption applications were reviewed. Mr. Logue made a motion to accept 2 applications as presented. Mr. McAvoy seconded the motion with all in favor. **PASSED 3-0.**

December 2024 Abatements Report was reviewed. Mr. Logue made a motion to approve the report as presented. Mr. McAvoy seconded the motion with all in favor. **PASSED 3-0.**

FY2025 RE Abatement Applications. Applications 1 and 2 will be tabled until the next BOA meeting, pending inspections. Hearing for Application 2 to be scheduled for March 27, 2025.

At 6:52 p.m. Mr. Logue made a motion to adjourn the meeting and not reconvene to Open Session. Mr. Beatty seconded the motion with all in favor. **PASSED 3-0.**

Respectfully submitted by Michelle Branciforte, MAA, Principal Assessor

APPROVED: _____