

## October 28, 2025 Board of Assessors Meeting Minutes

**Board Members Present:** Chairman Howard Shpetner and Members: J. April Stein and George Arvanitis.

**Also present:** Assessors' Clerk Leslie Bracebridge. **Guests:** None

**1. Chairman Howard Shpetner opened the meeting at 5:30 PM** and identified all people present.

**2. No public Comments were offered.**

**3. A motion was made and seconded to approve the September 30, 2025 meeting minutes:** No changes were offered. Approved as written: Arvanitis - aye, Stein – aye, Shpetner – aye.

**4. Old Business/Updates:** In that the Select Board is the entity with authority to enter into legal agreements on behalf of the town, the Board of Assessors instructed Leslie to remind the Select Board via the Town Administrator, for advance planning purposes, that the current Sirius Community Payment In Lieu Of Taxes (PILOT) agreement expires June 30, 2026.

**5. A motion was made and seconded to approve the following Accountant report:**

- Motor Vehicle Abatements:**

<u>Commit. Year</u>	<u>Report Date</u>	<u>Total Amount Abated</u>
2025	October (2025)	\$129.63

No changes were offered. Approved as provided: Arvanitis - aye, Stein – aye, Shpetner – aye.

**6. Assessors met with the Select Board at 6 PM to request the Select Board vote a percentage of the Massachusetts Circuit Breaker Tax Credit to apply to Shutesbury's Means-Tested Exemption:**

- Select Board members received an Assessors' written summary concerning Shutesbury's exemptions.
- Howard provided a verbal report and fielded Select Board questions.
- In keeping with the Assessors' recommendation, the Select Board unanimously approved 50%.
- The exemption option is in its third year and according to the original vote, must be re-approved by Town Meeting every 3 years. Assessors will submit a warrant article to the Select Board for May 2026.

**7. Review/Edit/Approve MGL Chapter 61, 61A and 61B applications, liens and related paperwork:**

- An information sheet received at a training a few years back, originating from Belchertown's assessing department, proved to be a helpful reference for answering questions, while approving the applications.
- Three Chapter 61, three Chapter 61A, and two Chapter 61B Classification renewals, were reviewed and approved pending receipt of outstanding documents and filing payments, specific to each applicant.
- A lease agreement (for no consideration) on file at the Franklin Registry of Deeds applying to one Chapter 61 Forestry renewal (Parcel P-13) on Pelham Hill Road, did not affect classification renewal, as there is no permitting or construction started, so there is currently no "change of use".

**8. Review of forms and progress in setting the tax-rate:** Assessors have signed documents in the Department of Revenue's (DOR) Gateway program as recommended by Consultants: Burgess, Whelihan and Bishop. Leslie will ask the Consultants for a summary of progress, the final new growth number, any next steps for the Assessors, and send that report out to the Assessors once received. The Gateway process requires form submissions from other departments besides the Assessors.

**9. Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting:** None.

**10. Schedule Next Meeting:** **Thursday, December 4, 2025 at 4 PM**

**11. A motion was made and seconded to adjourn at 6:35 PM:** Arvanitis - aye, Stein – aye, Shpetner – aye.

Respectfully submitted, as approved on ,

**Leslie Bracebridge**  
Assessors' Clerk

**List of Documents used at the meeting:**

1. October 28 2025 meeting agenda.
2. September 30, 2025 draft meeting minutes.
3. Summary Report to Accountant as detailed in minutes.
4. General summary of Shutesbury's exemptions and a recommendation for the FY 26 Massachusetts Income Tax Circuit Breaker Percentage to apply to the local Means-Tested exemption.
5. Applications, liens and miscellaneous paperwork relating to Chapter 61, 61A and 61B renewals.

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