



# TOWN OF BERKLEY MASSACHUSETTS

## OFFICE OF THE ASSESSORS

1 NORTH MAIN STREET  
BERKLEY, MA 02779

508.822.7955

Board Meeting Minutes July 09, 2025

5:00pm Assessors Office, Room 9

### Board Members:

Present: Lisa Tetreault, Chair; Jeanne Russo, Clerk; Mark Pettey Jr, Member; Bonnie Marshall, Assessor Clerk

Absent:

### Proceedings:

Meeting called to order at 5:00 pm by Lisa Tetreault

### Motion to accept minutes of previous meeting (6/26/2025):

Motion to accept minutes as written by Mark; seconded by Jeanne – vote unanimous to accept

### Act on Warrant/Commitments/MV Abatements (if applicable)

Act on Motor Vehicle Abatement July 2025 totaling \$1,878.89 Voted unanimously/signed

### Pay Various Bills

Mark Pettey – Data Collection (Measure & List) \$180.00. Voted unanimously/signed

Automated Business Solutions - \$448.67. Voted unanimously/signed

W.B. Mason – 2 bills, 1 credit totaling \$725.55. Voted unanimously/signed

### Administrative Matters

Informed Board that LA4 and LA13 were both approved as per Jen Williams (DLS) email on 7/3/25

Began discussions on Senior and Veteran work-off program and how this program will be structured between the various departments. Typically COA handles the program with input from various departments. Talk of if a member from the Assessors office or board would like to participate when forming a committee. More discussion to follow.

Jeanne Russo brought up discussion on the donation program already in place and how it would affect the Assessor office. Lisa Tetreault stated that it is handled by the Tax Collector and would not affect how Assessors process Commitments and Warrants.

Discussed next steps for RRC. This will be added to next meeting agenda. Gather more information, ie: how many Personal Property accounts are currently in town.

### Entered into Executive Session at 5:31 pm.

Roll Call: Lisa Tetreault, aye / Jeanne Russo, aye / Mark Pettey, aye

### Meeting adjourns at 5:50pm

Jeanne Russo motioned, Mark Petty 2nd

Minutes by: Bonnie Marshall