



# TOWN OF BERKLEY MASSACHUSETTS

## OFFICE OF THE ASSESSORS

1 NORTH MAIN STREET  
BERKLEY, MA 02779

508.822.7955

Board Meeting Minutes April 16, 2025

5:00pm Assessors Office, Room 9

### Board Members:

Present: Mark Pettey Jr, Chairman; Jeanne Russo, Clerk; Lisa Tetreault, Member; Gary Hoitt, Assessor

### Proceedings:

Meeting called to order at 5:01 pm by Mark Pettey Jr

### Motion to accept minutes of previous meeting (4/2/2025):

Minutes read and Motion to accept by Lisa; seconded by Jeanne – vote unanimous to accept

### Act on Warrant/Commitments/MV Abatements

None

### Pay Various Bills

None

### Administrative Matters

Distributed Dept Head Meeting handout from Town Administrator held 4/3/2025 in Hearing Room

BOA reminded of Next Dept Heads Meeting on 5/1/2025 Hearing Room 10:00am -11:30am

FAC meeting held on 4/16/2025 @4:30pm. No actions required by BOA per Mark/Jeanne

Reminder of Zoom Webinar 4/17/2025 regarding Role of the Assessor 10:00am – 12:00pm

Gary shared updated programs of tax relief guidelines for FY2026 with COLA adjustment

FVAC Chapter Land recommended values FY2026 entered into CAMA (Tyler) by Gary

Warrant submittal from BOA for annual town meeting. Approved and signed. Motion by Jeanne, second by Lisa

Vote unanimous to accept

No actions regarding properties on 2 North Main St and addresses since property properly assessed

Rearranging the office going is ongoing.

Discussion by BOA regarding I&E forms not submitted. BOA recommended a new letter sent stating fine of \$250 will be applied if not submitted by deadline of 6/30/2025

Data collection in Berkley is on-going.

Upcoming QDS online training for Assessors to be held 5/8/2025

BOA suggested RRC be contacted regarding other services can be provided especially regarding Personal Property

Discussion regarding Assessor Job Description – Mark/Jeanne approved job descriptions and submittal to Town Administrator

**Executive Session called;** motion by Lisa @5:41 pm and not returning to open session; second by Jeanne. Roll call vote resulted in unanimous vote

### Exemptions

BOA reviewed/approved FY2025 personal exemptions that were filed with BOA:

1 type 18 (hardship)

Motion by Lisa to adjourn, second by Jeanne.

**Meeting adjourns at 5:50 pm**

Minutes by: Gary Hoitt