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## **Meeting Minutes - Melrose Board of Assessors**

### **March 18, 2026 - Board of Assessor's Office - City Hall**

#### **Call to Order**

Ms. MacLellan [Chief Assessor/Chair] called the Meeting of the Board to order at 2:05p.

#### **Attendees**

S. MacLellan, C. Gulino, L. Phalen

#### **Public Participation**

The Chair suspended the portion of the meeting devoted to Public Comments after acknowledging that no one was present to address the Board.

#### **Approval of Minutes**

The minutes of multiple Board of Assessor's meetings were distributed and reviewed. They were approved by a voice vote of 3-0.

#### **Prior Business**

Ms. Gulino's re-appointment to the Board of Assessors has been approved and is awaiting finalization.

#### **New Business**

- The Board held an election and nominated Ms. MacLellan as Chair; Ms. Gulino as Vice Chair; and Mr. Phalen as Clerk. Each position was approved by a unanimous vote.
- A decision was made to have Board meetings held monthly on a Wednesday as necessary. The next meetings will be held on April 15<sup>th</sup> and May 13<sup>th</sup>.
- Sarah had a meeting with a representative of the Dept. of Revenue where the office workplan was discussed and approved; and a re-inspection schedule of real property was approved.

#### **Executive Session**

The Board voted 3-0 to enter Executive Session; after which a similar vote was taken to return to the Regular Session.

**Results:**

Sarah indicated that she had 21 Abatement Applications for the Board to review. None of the assessed owners were present to address the Board regarding their application. After a discussion of each property was conducted, 18 were approved with Ms. MacLellan’s recommendations; and three [3] were denied for cause all by unanimous vote of 3-0.

**Regular Session Resumed**

It was agreed that the next meeting of the Board would be held on April 15, 2026.

**Adjournment**

A motion was made to adjourn the meeting, which passed 3-0.