



Meeting Minutes - Melrose Board of Assessors

March 12, 2025 - Board of Assessor's Office - City Hall

Call to Order

Ms. MacLellan [Chief Assessor/Chair] called the meeting of the Board to order at approximately 11:00a.

Attendees

S. MacLellan, C. Gulino, L. Phalen

Public Participation

The Chair suspended the public comment portion of the meeting after acknowledging that no one was present to address the Board.

Approval of Minutes

The minutes of the Board of Assessor's meeting that was held at City Hall on February 21, 2025 were distributed and reviewed. The minutes were approved by a vote of 3-0.

Unfinished Business

Sarah indicated that the Mayor would be sending a request to the City Council for a vote regarding the exemption amount for Disabled Veterans and Surviving Spouse.

New Business

Office staff is sending out new Income/Expense requests to income producing property owners. Contracts with Patriot Properties are being discussed for the next fiscal year regarding Building Permit inspections. Sarah will be preparing a memorandum to be included on the City of Melrose web site regarding the responsibility for the owners of properties that are classified as non-profit to communicate the use of their property to the Assessor.

The remaining new business consisted of Abatement Applications which would be held in Executive Session.

Next Meeting

It was agreed that the next meeting of the Board would be scheduled for April 30, 2025.

Adjournment

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