



MANCHESTER-BY-THE-SEA

BOARD OF ASSESSORS • TOWN HALL

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Board of Assessors Open Session Meeting Minutes January 8, 2026

The meeting was called to order by Mr. Beatty at 5:38 p.m. The meeting was held in Room 5 of the Town Hall. Members of the Board of Assessors, Rob Beatty and Jeff McAvoy, and Principal Assessor Branciforte were present. Board Member Lou Logue was not present due to illness. Roll call: Rob Beatty, Board Member; Jeff McAvoy, Board Member. Mr. Beatty declared that a quorum of two of the three board members was present.

The Open Session meeting was called to order by Mr. Beatty at 5:38 p.m. Mr. Beatty moved to start the Open Meeting. Mr. McAvoy seconded the motion, with all in favor.

The Open Session Minutes from the December 17, 2025 meeting were presented and reviewed. Mr. McAvoy made a motion to approve the minutes as presented, the motion was seconded by Mr. Beatty, with all in favor.

Sales Report. The December Sales Report was reviewed and discussed.

Principal Assessor Branciforte presented competing proposals by David Billard and Municipal Finance Services, LLC, to provide interim services, during the PA's planned absence, for data verification and on-site inspections of properties for which an abatement request has been filed for FY2026.

Annual Reports of the Board of Assessors and of the Building Department for FY 2026 were presented and reviewed.

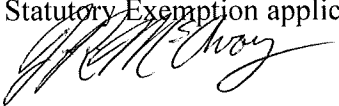
Western Woods was discussed. A proposal from BSC Group to provide surveying services was reviewed. Principal Assessor's application for CPC funding - \$25,000 for FY27 was reviewed. Town Administrator and Accountant reviewing the proposals and passing them to Town Counsel next.

Next Meeting Date: Due to uncertainty over whether Principal Assessor Branciforte will have returned to work following her scheduled absence, the Board decided not to set the next date at this time.

At 6:04 p.m. Mr. Beatty made a motion to adjourn the Open Session and to enter an Executive Session. Mr. Beatty stated that the Board will not reconvene to the Open Session after the Executive Session. Mr. McAvoy seconded the motion with all in favor.

Documents reviewed at the meeting:

- Open Session Minutes of December 17, 2025 meeting
- Proposal by David Billard to provide interim services for data verification and on-site inspections of properties for which an abatement request has been filed for FY2026.
- Proposal by Municipal Finance Services, LLC to provide interim services for data verification and on-site inspections of properties for which an abatement request has been filed for FY2026.
- FY 2026 Annual Report of the Board of Assessors
- FY 2026 Annual Report of the Building Department
- Proposal by BSC Group to provide surveying services in support of the Western Woods Project.
- Application for CPC grant for FY 2027
- Executive Session Minutes of December 17, 2025 meeting
- List of FY 2027 RE Abatement Requests received as of January 8, 2026
- RE FY2026 Abatement Applications
- FY 2026 Statutory Exemption applications

APPROVED:  _____

**Board of Assessors
Executive Session Meeting Minutes
January 8, 2025**

Executive Session was called under MGL 30A, section 21 sub-section (a) sub-sub section (7) to discuss non-public records under MGL Chapter 59, including real estate abatement requests and Statutory Real Estate Tax Exemption applications. Mr. Beatty made a motion to enter the Executive Session, seconded by Mr. McAvoy. Mr. Beatty stated that the Board will not reconvene to the Open Session after the Executive Session. Roll call vote: Mr. Beatty: AYE; Mr. McAvoy: AYE.

Motion to open the Executive Session meeting was made at 6:04 p.m. by Mr. Beatty. Mr. McAvoy seconded the motion with all in favor. **PASSED 2-0.**

Minutes from December 17, 2025, meeting were reviewed. Mr. Beatty made a motion to accept the minutes. Mr. McAvoy seconded the motion with both in favor. **PASSED 2-0.**

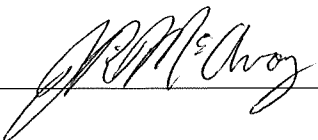
The December 2025 Abatements Report was presented. Mr. McAvoy made a motion to approve the report as presented. Mr. Beatty seconded the motion with both in favor. **PASSED 2-0.**

FY2026 Statutory Exemption applications were reviewed. Mr. Beatty made a motion to approve all applications as presented. Mr. McAvoy seconded the motion with all in favor. **PASSED 2-0.**

A listing of the three FY 2027 RE Abatement Requests received as of January 8, 2026, was reviewed briefly without any action taken as to any of the applications at this time.

Upon completion of all business, at 6:34 p.m., Mr. Beatty made a motion to adjourn the Executive Session and not reconvene to Open Session. Mr. McAvoy seconded the motion with all in favor. **PASSED 2-0.**

Respectfully submitted by Rob Beatty, Chair, Board of Assessors

APPROVED:  _____