



Town of Boxborough  
**Board of Assessors**  
29 Middle Rd  
Boxborough, MA 01719  
(978) 264-1720

Time: 7:00 PM

Location: Boxborough Town Hall, Grange Room,  
29 Middle Rd, Boxborough, MA

### **Board Members Present**

- Kelly Szocik, Town Assessor (Chair, Board of 1)

### **Meeting Summary**

The Assessor convened the posted Board of Assessors meeting at 7:00 PM. The purpose of the agenda item (per Finance Committee Agenda): 7:05 PM – Kelly Szocik, Town Assessor – Revaluation and Overlay Reserve. The Assessor participated in the scheduled Finance Committee session, at which she was appointed to present the following topics, as also listed on the Board of Assessors agenda:

Overlay Liability Summary

Revaluation and Inspection Funding Overview

DOR Certification Compliance Framework

All supporting documents for the presentation were submitted to the Finance Committee in advance of the meeting. During the meeting, a printed copy of the Overlay Summary Sheet was provided to Finance Committee minute taker Gary Kushner, who did not have one on hand.

The Assessor delivered a structured briefing aligned with Massachusetts General Law (MGL) Chapter 59 §25, as well as guidance from the Bureau of Accounts and the Division of Local Services (DLS). The presentation addressed past appropriations, projected liabilities, field compliance requirements, and the lawful use and sufficiency of the current Overlay Reserve.

A series of questions followed, posed by Finance Committee members. While many exceeded the typical scope of Finance Committee oversight, all were answered, as

appropriate. The Assessor noted that all provided information was fact-based, within her jurisdiction, and grounded in DOR compliance mandates.

With a noted Clarification Regarding Overlay Summary Sheet: The Assessor clarified, in response to a question, that although the summary sheet included motor vehicle balances for transparency, such amounts are not applicable to OL-1 reporting under DOR guidelines. Only real estate, personal property, and pending ATB filings are considered in OL-1 reporting. The Assessor noted that FY25 ATB filings remain pending and may affect liability totals, but these would not include motor vehicle uncollectibles.

After the meeting, a follow-up email was received on June 6 from Committee Chair Antony Newton, requesting additional documentation: a copy of the executed FY25 Patriot contract and the FY26 draft. The Assessor acknowledged the request and will respond in accordance with Open Meeting Law and public records protocols.

### **Actions Taken**

- Meeting conducted as scheduled.
- Public presentation delivered to Finance Committee.
- Overlay Summary Sheet provided to Gary Kushner.
- Follow-up document request noted for response.

Minutes respectfully submitted by: Kelly Szocik, Town Assessor

Date Submitted: June 09, 2025

### Finance Committee Members Present:

- Antony Newton, Chair
- John Connor, Vice Chair/Clerk
- Maria Neyland, Member (via Zoom)
- Rebecca Neville, Member
- John Greven, Member
- Joseph Stulpin, Member
- Gary Kushner, Finance Committee Minute Taker

### Members of the Public:

- Jennifer Barrett
- Susan Bak
- McKenzie Spear

### Town Employees:

- Honghoa Le, Town of Boxborough Finance Director

### Board of Assessors:

- Kelly Szocik, Assessor