



**TOWN OF TOPSFIELD
BOARD OF ASSESSORS MEETING
TOWN HALL CONFERENCE ROOM
September 28, 2012
8:45 A.M.
AGENDA**

Minutes of September 14, 2012

Material to Sign

Correspondence

Certification Review Process Update

- **Field Manual**
- **Preliminary Certification – minimum 6 weeks Field Manual**
- **Public Disclosure Period - 10 business days & notice to all out of town owners**
- **LA-10: Changes from Preliminary Certification**
- **LA-4: Final Classification for Fiscal 2013**
- **LA-13: New Growth for Fiscal 2013**
- **Classification Hearing**
- **Setting of Tax Rate**
- **Creation of Commitment Book and Tax Billing File**

Ferncroft Holdings LLC

Residential Re-Measure Re-List

Verizon ATB Case

Fiscal 2014 Maintenance:

- **Chapter Land 61A & 61B Applications**
- **Rollback Tax Withdrawal from Ch. 61A**

Lopez Trial

Vision Upgrade