



**TOWN OF TOPSFIELD  
BOARD OF ASSESSORS MEETING  
TOWN HALL CONFERENCE ROOM**

**October 12, 2012**

**8:45 A.M.**

**AGENDA**

**Minutes of September 28, 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**

**Fiscal 2014 Maintenance:**

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

**Lopez Trial Conclusion**

**Municipal Law Conference**