



CITY OF WATERTOWN

BOARD OF ASSESSORS

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EARL L. SMITH, CHAIR
RICHARD V. MOYNIHAN
KATHLEEN COLLEARY

WATERTOWN BOARD OF ASSESSORS

MEETING MINUTES

March 24, 2026

On March 24, 2026, the Watertown Board of Assessors had a scheduled meeting at 9:30 a.m. in person, in the Council Chambers (2nd Floor) of the City Hall.

Meeting called into session at 9:30 A.M. by Assistant Assessor and Meeting Chair, Sean DelRose, present for the meeting were, Earl L. Smith - Chair, Richard V. Moynihan - Board Member, Kathleen Colleary - Board Member, and Judy Gilreath, Financial Specialist - scribe.

February 17, 2026 Meeting Minutes

The Board reviewed the meeting minutes from February 17, 2026.

Kathleen mentioned a "wording edit" that needed to be amended.

Kathleen made a motion to approve the minutes; subject to the minutes being amended. Richard seconded the motion.

The Board voted unanimously to accept the meeting minutes of February 17, 2026.

Review of Klein Horning Memo on Willow Park:

A discussion regarding the Willow Park Project resulted in the Board asking a few questions to Jackie Sullivan, Watertown Housing Authority's Executive Director (present during the meeting, in the gallery of the Council Chamber).

Ms. Sullivan offered, and was invited, to attend April's Board of Assessors' meeting.

She will prepare a presentation and invite additional representatives to this project.

Office Updates:

Reviewing additional responses from abatement applications (61A):

- Status is satisfactory.
- A few additional requests for 61A forms have been sent. The applicant has 30 days to respond.

Processing Returned Form of Lists, Income/Expense Questionnaires and Exempt Institutions (3ABCs):

- All categories have been logged and tracked.
- Approximately 15 extensions granted which extended most for an April 1, 2026, return deadline.

Office Updates (continued)

FY2026-Q4 RE & PP bill files processed 03-17-2026 for owner and mailing updates:

- Bill file prep occurred on Tuesday, March 17th.
- Initially discovered a few format issues. They were quickly resolved and the file processing completed.

Old/New Business:

A general discussion took place regarding Charitable Organizations which offer housing.

Scheduling Next Board Meeting: April 28, 2026 @ 9:30 A.M.

Executive Session

Citing Applications for abatement or exemption are confidential under G.L. 59, S 60, Meeting Chair made a motion to convene executive session under purpose 7 to comply with, or act under the authority of, that general law regarding Applications for Exemptions.

Sean DelRose, Assistant Assessor and Meeting Chair, recommended going into Executive Session and indicated the Board would not reconvene the public meeting after Executive Session. In attendance: Earl Smith, Board Chair, Kathleen Colleary and Richard Moynihan, Board Members and Sean DelRose, Assistant Assessor. Further, Judy Gilreath will remain present at the request of the Board as it is not inconsistent with the executive session, as she is an employee that has access to confidential information and is acting as an agent of the Board.

Kathleen made the motion to move to the Executive Session.

Richard seconded.

The Board voted to move to the Executive Session

Kathleen made the motion to move to adjourn the regular meeting.

Richard seconded.

The Board voted unanimously to adjourn the meeting.

The regular meeting ended at 10:10 A.M.

APPROVED: APRIL 28, 2026

Earl L. Smith
Richard Moynihan
Kathleen Colleary