

**MINUTES OF THE BOARD OF ASSESSORS PUBLIC MEETING  
TOWN OF CHARLEMONT**

February 28, 2011

The meeting was convened at 7:36 p.m., with the following members present: Dave Cunningham, Sarah Reynolds and Simon Dean. Also present were Michael Kumph and Rachel Porter, members of the public and Duane Adams, of Mayflower Valuation.

1. The Board reviewed the minutes of their 2/14/11 meeting. On a motion by Cunningham and seconded by Reynolds, the Board voted unanimously to accept the minutes as written.
2. Michael Kumph came in to discuss a recent visit the Board made to his property. The Board determined that Kumph's residence is not 100 percent complete, although it has been being assessed as so for several years. The Board explained that they cannot do anything about the past assessment error but will correct it going forward. It was explained that during the visit, the size of the residence square footage was actually larger than what was being assessed and there was an additional deck, which was not on the record card which would add some value to the property. After some discussion, on a motion by Reynolds and seconded by Cunningham (Dean recused himself), the Board voted unanimously to change the percentage complete of the building from 100 percent to 60 percent complete. Kumph stated that he felt this was fair. It was explained to Kumph that in order to receive an abatement for this year, the property taxes needed to be brought current.
3. Rachel Porter also came in to discuss her property visit. The Secretary explained that she made the corrections to the property, as noted by Porter. After some discussion, on a motion by Reynolds and seconded by Dean, the Board voted unanimously to change the condition of the property from fair to poor. It was explained to Porter that since she did not file an actual abatement application, the changes would be made and would take effect with her next tax bill. Porter thanked the Board.
4. Duane Adams, of Mayflower Valuation, came in to discuss his contract. The Board thanked Adams for coming in to go through the contract with them and answer their questions. The Board noted that this contract is quite an increase from their last one and explained that it will need to be put on a warrant article and will need to pass at Town Meeting. The Board asked if by some chance, it doesn't pass, can they be released from the contract without penalty. Duane said they definitely could. The Board further asked Adams that any work that is conducted between now and the end of the Fiscal Year would need to be billed before June 30, so they could use the funds remaining from this Fiscal Year to pay him. Adams agreed. Next, the Board discussed personal property accounts and asked Adams to clarify the inspection of new business accounts. Adams explained that they will visit all new business personal property accounts that come in and 10 percent of existing accounts. Adams stated that this had been corrected in the new contract. The Board asked Adams if the Company had increased their policy to the required 2 million in aggregate, and Adams stated that they had. The Board asked Adams to provide a Certificate of Insurance up front, naming the Town of Charlemont as the insured, and Adams said he would get that to the Board. On a motion by Cunningham and seconded by Reynolds, the Board voted unanimously to enter into a contract with Mayflower Valuation, per the agreement as written. The Board signed the contract and made copies.
5. The Board reviewed and signed the list of real and personal property abatements for February, 2011.
6. The Board reviewed and signed the list of motor vehicle abatements and exemptions for February 2011. The Board reviewed and signed motor vehicle exemption certificates.

7. The Board reviewed their invoices. On a motion by Reynolds and seconded by Dean, the Board voted unanimously to approve the invoice for Cathy Hall, Plainfield Assistant Assessor.
8. The Board reviewed a request for extension on filing a Form 3ABC, submitted by the Academy at Charlemont. Reynolds explained that the Academy requested this last year, and missed the extension date as well. After some discussion, on a motion by Cunningham and seconded by Dean, the Board voted unanimously to grant the extension on the condition that they do not go past the deadline and that this will be the last extension the Board will grant. The Board asked their Secretary to compose a letter stating this.
9. The Board asked their Secretary if she was able to find the Building Permit for the large barn constructed on Route 8A. The Secretary stated she had and gave the Board a copy. The Board agreed to set up a time to view the property at their next meeting.
10. The Board discussed the Clause 18 exemption. The Secretary explained that a couple people had asked about it and applied, but the guidelines and requirements are left up to the discretion of the Board. Millett gave the Board some information collected from Plainfield, which had some information on what other towns do. The Board asked the Secretary to research it further and see what Colrain and a few other towns do and how many they grant so they can do a comparison and vote on a policy.
11. The Board discussed the proposed Berkshire East subdivision. Reynolds explained that she did ask Roy Schaefer about it, but Roy said he only owns the parcels abutting the ski resort and was unsure of the owners of the others. Reynolds felt this would need extensive research and the Board decided to discuss setting aside an evening where they could work on it.
12. The Board discussed their budget meeting with the Finance Committee and noted that the Finance Committee supported them in their decision to switch vendors, and had approved their budget as submitted.
13. The Secretary gave the Assessors a copy of the Town Report she had composed, the Board reviewed and signed it.
14. The Board reviewed an Appellate Tax Board update as submitted by the Law Offices of Doherty, Wallace, Pillsbury and Murphy.
15. The Board reviewed an email from the DOR's Technology Director regarding the Community Software Consortium and the Franklin Regional Council of Governments jointly investigating in the sharing of computer applications and internet based programs among communities. It was explained that grant funding may be available and communities that were interested were asked to respond. The Board instructed their Secretary to indicate their interest in participating.
16. The Board reviewed the March issue of The Beacon.
17. At 9:50 p.m., on a motion by Reynolds and seconded by Cunningham, the Board voted unanimously to adjourn the meeting.
18. at 9:50 p.m., on a motion by Cunningham and seconded by Dean, the Board voted unanimously to enter into Executive Session, with the intent of not returning to open meeting, in order to deliberate on pending abatement and exemption applications.

**Roll Call:**

Voting yes: Cunningham, Reynolds, Dean

Voting no: None

Motion passes unanimously.

Respectfully Submitted,

Carlene Millett,  
Assessor's Secretary

**List of Documents Viewed in Public Meeting of February 28, 2011\***

1. Contract with Mayflower Valuation, dated 2/28/11
2. Monthly list of real and personal property abatements for February, 2011
3. Monthly list of motor vehicle abatements for February, 2011
4. Motor Vehicle Abatement/exemption certificates #1325-1336
5. Bill Schedule for Cathy Hall, dated 2/28/11.
6. Appellate Tax Board Update, dated 2/25/2011.
7. Request for Form 3ABC extension from Academy at Charlemont, dated 2/25/2011.
8. Copy of Building Permit for 73 Route 8A, dated July 21, 2009.
9. Clause 18 information.
10. Email regarding Open Source Municipal Integrated Financial Software System, dated 2/23/2011
11. March issue of the Beacon.
12. 2010 Annual Town Report.

**\*Documents not attached to minutes are stored in their respective file in the Assessor's office.**