

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

June 27, 2011

The meeting was convened at 6:30 p.m., with the following members present: Simon Dean and Sarah Reynolds. Also present was Jacqueline Cashin, candidate for the open Assessor's position.

1. The Board met with the Select Board for their appointment to recommend Jacqueline Cashin as Assessor. The Board explained that the entire Board, including David Cunningham, current Select Board member, had previously discussed and agreed that Cashin would be an excellent candidate, and therefore unanimously recommend her for their current vacancy on the Board. After speaking with Cashin and receiving her resume', the Board of Selectmen voted to appoint Cashin as Assessor. Cashin was sworn in by the Town Clerk and then attended the Assessor's meeting.
2. Dean noted to Cashin that he believed she needed to complete an online certification course before she could vote or perform her duties as Assessor. Dean gave Cashin the information for the course.
3. The Board reviewed the minutes from their 6/13/11 meeting. On a motion by Reynolds and seconded by Dean, the Board voted unanimously to accept the minutes as written.
4. The Board reviewed a bill schedule for postage. On a motion by Reynolds and seconded by Dean, the Board voted unanimously to approve the request.
5. The Board reviewed and signed the preliminary Fiscal Year 2012 Real and Personal Property Warrant and Commitment. The Board explained to Cashin that this certified to the Accountant and Tax Collector that this is a true account of all taxes to be collected but noted that because this was a preliminary commitment, it was based on last year's taxes.
6. The Board reviewed and signed the monthly list of Real Estate and Motor Vehicle abatements and exemptions for May and June, 2011.
7. The Board signed a copy of the MDM-1 form, which had been submitted online via DOR Gateway for the Personal Exemptions granted in Fiscal Year 2011.
8. The Board reviewed the building construction report for May, 2011.
9. The board reviewed a letter from the Building Inspector regarding online permitting. The Secretary explained that they needed to register with a login in order to view building permit information. The Board chose a username and password and directed their Secretary to submit it to the Building Inspector's office.
10. The Board reviewed a letter from the Attorney of The Bank of New York Mellon, regarding the repossession of property located at 207 Main Street. The Board directed their Secretary to check with their Consultant to see if the owner's name should be changed on the property.
11. The Board reviewed an ANR plan submitted by the Jubinville's, showing 2 properties being combined. The plan will be submitted to their mapper for updates.
12. The Board discussed the Berkshire East property, explaining to Cashin that after much research by the past and present Board to try to locate the owner of certain parcels of land located near Berkshire East that the Board decided to hire the help of an outside consultant. The Board reviewed some quotes and information provided by their Secretary. After some discussion, on a motion by Reynolds and seconded by Dean, the Board voted unanimously to hire Valley Title Company, LTD to research the property. The Board noted that this company had many years of experience and were also familiar with this particular property. On a motion by Dean and seconded by Reynolds, the Board voted unanimously to set aside \$1,500.00 from their budget to be used for the research of the properties in question.

13. The Board viewed a letter from Valley Title Company, LTD, offering their services in researching “Owner Unknown” properties. The Board noted that they may use the Company to research other unresolved properties in town.
14. The Board asked their Secretary if she had heard anything back from their mapper regarding the Clark property. Millett stated that she had spoken to Franco last Friday and was told that he would contact her when he returned to his office, but noted that she had not heard back from him. The Board directed her to follow up on this.
15. At 8:50 p.m., on a motion by Reynolds and seconded by Dean, the Board voted unanimously to adjourn the meeting.
16. At 8:51 p.m., on a motion by Dean and seconded by Reynolds, the Board voted unanimously to enter into Executive Session, with the intent of not returning to open meeting afterwards, in order to sign the minutes from their last Executive Session meeting.

Roll Call:

Voting yes: Dean, Reynolds.

Voting no: None

Motion passes unanimously.

Respectfully Submitted,

Carlene Millett,
Assessor’s Secretary

List of Documents Viewed in Public Meeting of June 27, 2011*

1. Preliminary Fiscal Year 2012 Real and Personal Property commitment.
2. Monthly list of Real Estate and Motor Vehicle abatements and exemptions for May and June, 2011.
3. Building Construction report for May, 2011.
4. Letter regarding online permitting, dated 6/21/11
5. Letter regarding the repossession of property located at 207 Main Street, dated 6/2/11.
6. Copy of ANR plan of Jubinville property, dated 6/14/11
7. Letter from Valley Title Co, dated 6/24/11.
8. Bill Schedule for postage.
9. Berkshire East property deeds and files.

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