

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

**December 9, 2013**

**Members Present:** Sarah Reynolds; Chair, Jacqueline Cashin.

The Board met with the Select Board for the tax rate classification hearing at 7:00 p.m.

1. The Board explained that they were again recommending a single tax rate this year as there is simply not enough commercial, industrial and personal property in Charlemont to make a tax rate shift feasible. The Board submitted a spreadsheet showing the effect on the various property types to support their suggestion.
2. After discussion, it was unanimously voted by the Board of Selectmen to accept the Assessor's recommendation of a single tax rate for Fiscal Year 2014.
3. The Board asked the Selectmen if they had any suggestions for someone to fill the vacancy on the Board of Assessors. After discussion, it was agreed to approach Catherine Walsh to see if she had any interest.
4. The Tax rate hearing was concluded at 7:10 p.m.

The Assessor's regular meeting was convened at 7:11 p.m.

1. The Board reviewed the minutes of their meetings of 10/28/13 and 11/18/13. On a motion by Reynolds and seconded by Cashin, the Board voted unanimously to approve the minutes of 10/28/13, as written. Reynolds noted that she would be the only one able to sign the minutes of 11/18/13 due to the absence of Cashin for that meeting and the resignation of Dean, and asked the Secretary to note this on the minutes.
2. The Board reviewed a letter regarding the partnership of James Sewall Company and CAI; their present and former mappers. On a motion by Cashin and seconded by Reynolds, the Board voted unanimously to sign an authorization allowing Sewall to provide CAI with Charlemont's project documents.
3. The Board reviewed several fiscal year 2014 Chapter 61, A and B applications and related documents. On a motion by Reynolds and seconded by Cashin, the Board voted unanimously to approve and sign the following:
  - a. (1) new Chapter 61 application, land lien, notice of action and certificate,
  - b. (3) Chapter 61A applications and notices of action,
  - c. (3) Chapter 61B applications and notices of action.
4. On a motion by Reynolds and seconded by Cashin, the Board unanimously voted to sign the following:
  - a. 2013 Motor vehicle excise commitment #6 and 6A
  - b. The monthly list of abatements for October and November, 2013
5. The Board reviewed the deeds and building construction for October and November, 2013.
6. On a motion by Reynolds and seconded by Cashin, the Board unanimously voted to approve the following invoices:
  - a. The Recorder
  - b. Assessor's salaries
7. The Board reviewed a request for expenditure approval from Community Software Consortium, for support manuals and public hosting fees, to be expended from their annual dues. On a motion by Reynolds and seconded by Cashin, the Board unanimously voted to approve the following:
  - a. To approve the expenditure not to exceed \$10,000.00 for public access hosting,
  - b. To approve the expenditure not to exceed \$1,218.39 for a Marshall & Swift support manual.
8. The Board reviewed and signed a letter of appreciation to Simon Dean for his service on the Board of Assessors. The Board discussed approaching Catherine Walsh to see if she had an interest in serving on the Board, as it was understood that she had previous experience. Millett agreed to contact her. A blurb will also be put on the website noting that they are looking for an Assessor to fill the vacancy.
9. The Board discussed the upcoming Appellate Tax Board hearing, which had again been rescheduled to January 21, 2014. Reynolds noted that she would be able to make this date; Cashin indicated that she would not. Millett noted that Jeffrey Blake had asked if they would like Town Counsel to represent them at the hearing. On a motion by Reynolds and seconded by Cashin, the Board unanimously voted to have Town Counsel representation at the upcoming ATB hearing.

10. Millett noted that the Tax Collector stated that the last communication she had regarding the Shea case was from Town Counsel asking if the Shea's could do a payment plan, but that no payments have been received to date. The Board directed their Secretary to contact Town Counsel to see where this stands. It was noted that Town Counsel still had all their files on it.
11. The Board reviewed the public disclosure questions/comments sheet. It was noted that public responses ranged from requests for abatement, to questions about acreage reduction and disappointment in property value dropping. It was discussed that the owner of a property not on the electric grid had felt her assessment was too high in light of the steep cost to bring electric service to the property. The owner had submitted an estimate from National Grid for an electric service proposal. The Board reviewed the proposal as well as their consultant's suggestion for proposed reduction in value. On a motion by Cashin and seconded by Reynolds, the Board unanimously voted to accept the proposed reduction in value.
12. The property record card for 1553 (1555) Route 2 was discussed. Millett noted that a review of the residence coded as a cottage did appear to be accurate, as this is the closest description of the residence, according to their data collection appraisal manual. After reviewing the record card and description of a cottage, the Board agreed this was the closest description of the residence.
13. It was discussed that since the next regular Board meeting falls just before Christmas, that it could be cancelled unless any important business comes in. On a motion by Reynolds and seconded by Cashin, the Board voted unanimously to cancel their meeting on December 23rd unless any pressing business should come in.
14. At 8:15 p.m., on a motion by Reynolds and seconded by Cashin, the Board voted unanimously to adjourn.  
At 8:15 p.m., on a motion by Reynolds and seconded by Cashin, the Board voted unanimously to enter into Executive Session with the intent of not returning to open meeting afterwards, in order to deliberate on pending abatement and/or exemption applications.

**Roll Call:**

Voting yes: Reynolds, Cashin

Voting no: None

Motion passes unanimously.

Respectfully Submitted,

Carlene Millett,  
Assessor's Secretary

### **List of Documents Viewed in Public Meeting of December 9, 2013\***

1. Fiscal Year (proposed) tax rate shift worksheet
2. Minutes from meetings of 10/28/13 and 11/18/13
3. Letter and authorization request regarding partnership of James Sewall Company and CAI, dated 11/20/13
4. New fiscal year 2014 Chapter 61 application, land lien, notice of action and certificate for John Sargent
5. Fiscal year 2014 Chapter 61A applications and notices of action for:
  - a. Ivy Palmer
  - b. Jennifer Strules
  - c. John Glaze-Warfield House
6. Fiscal year 2014 Chapter 61B applications and notices of action for:
  - a. Jon Schaefer-Berkshire East
  - b. Douglas Forbes & Lida Bihun-Forbes
  - c. William & Elizabeth MacLeish
7. 2013 Motor vehicle excise commitment #6 and 6A
8. Monthly list of abatements for October and November, 2013
9. Deeds and building construction for October and November, 2013.
10. Invoices for:
  - a. The Recorder, dated 11/30/13
  - b. Assessor's salaries, dated 11/26/13
11. Request for expenditure approval from Community Software Consortium, dated 12/17/13
12. Letter of appreciation to Simon Dean, dated 12/9/13
13. Fiscal year 2014 public disclosure questions/comments sheet
14. Property record card for 112 Maxwell Road and electric service proposal, dated 10/22/13
15. Property record card for 1553 (1555) Route 2 and Data Collection Appraisal Manual

**\*Documents are stored in their respective files in the Assessor's office.**