

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

**March 10, 2014**

**Members Present:** Sarah Reynolds; Chair, Jacqueline Cashin. Also present were David Cunningham; Select Board Liaison to the Assessors and Pam Wilder.

The meeting was convened at 7:00 p.m.

1. The Board reviewed the minutes from their meeting of 2/24/14. On a motion by Reynolds and seconded by Cashin, the Board voted unanimously to approve the minutes, as written.
2. The Board reviewed and signed the monthly list of abatements for February, 2014.
3. The Board discussed the fact that all but 2 Chapter 61 applications had been received for Fiscal Year 2015. It was noted that although the State extended the deadline for Chapter 61A & B applications to 30 days after the tax bills were mailed, if not received by the date bills are mailed, they would need to be removed from Chapter 61 classification and would then have to file an abatement. It was discussed that it was easier to just explain this to the applicants and give them the opportunity to get their applications in on time. The Board then reviewed and signed 2 letters to the Chapter 61 landowners explaining this.
4. The Board reviewed the building construction for February, 2014, nothing that a new house was being constructed at 225 Avery Brook Road.
5. On a motion by Reynolds and seconded by Cashin, the Board voted to approve the following invoice:
  - a. Acme Bookbinding for the binding of their FY 2013 Commitment Book.
6. The Board reviewed the following correspondence:
  - a. Introduction from new Certification Advisor/DLS Representative Ryan Johnson
  - b. Email from John Hoffman noting his appreciation for the friendliness of the Assessor's Office
  - c. Copy of a dry hydrant proposal submitted by Michael Walsh, Charlemont EMD
  - d. 2013 ATB update; Year in Review
  - e. Copy of response to requests for production of documents by Shea, submitted by Town Counsel.
7. David Cunningham attended the meeting as Select Board Chair and Assessor's liaison. It was explained that Sarah Reynolds was unable to sign two applications for Chapter 61 classification due to the fact that one was a family member and the other her employer. Confirming that all documentation and requirements were met, Cunningham and Cashin signed the Chapter 61 applications and Notices of Action for Linda & Erwin Reynolds, Sr. and Berkshire East.
8. Determining that all documentation and requirements were met on the remaining applicants, the Board signed the Chapter 61 applications and Notices of Action.
9. Cunningham also brought Pam Wilder to the meeting to discuss the possibility of becoming an Assessor. The Board explained the basic duties of the Assessors office, the meeting times and the Course 101 training requirement. The Board thanked Pam for her interest and she agreed to contact the Board with any further questions she may have.

At 8:05 p.m., on a motion by Reynolds and seconded by Cashin, the Board voted unanimously to adjourn.

At 8:05 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 March 10, 2014\***

1. Minutes from meeting of 2/24/14
2. Monthly list of abatements for February, 2014
3. Letters to Wallace and McCutchen regarding Chapter 61 applications, dated 3/10/14
4. Building construction report for February, 2014
5. Invoice from Acme Bookbinding, dated 2/28/14
6. Emailed introduction from new Certification Advisor Ryan Johnson, dated 2/28/14
7. Email from John Hoffman noting appreciation for Assessor's Office, dated 2/28/14
8. Dry hydrant proposal from Charlemont EMD, dated 2/24/14
9. 2013 ATB update; Year in Review, dated February, 2014
10. Copy of response to requests for production of documents for Shea case, dated 2/27/14
11. FY 2015 Chapter 61 application for Knobloch, Bannish Land & Rankin
12. FY 2015 Chapter 61A application for Chandler, Coli, Dean, Eichholz, Glaze, Gould, Hall Tavern, Healy, Kinchla, Mackie, Meeks, Palmer, Reynolds, Shields, & White.
13. Chapter 61B application for Berkshire East, Budnik, Charlemont Land Preservation, Forbes, Hayward, Hoffman, MacLeish, Mitchell, Ostergren, & Rocky River Realty.

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