

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

**June 23, 2014**

**Members Present:** Jacqueline Cashin; Chair, Sarah Reynolds. Also present was Karen Laclair.

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

1. It was noted that another All Board Meeting was being held on the same date as the Assessors meeting. Reynolds said she mentioned it to Selectmen Cunningham, asking that the next one be held on a date Assessors do not meet.
2. The Board reviewed the minutes from their meeting of 6/9/14. On a motion by Reynolds and seconded by Cashin, the Board voted unanimously to approve the minutes as written.
3. Karen Laclair attended the meeting to express her interest in filling the vacancy on the Board of Assessors. Laclair noted that she previously served on the Board of Assessors several years ago. It was discussed that because it had been more than 5 years since she was in office, the DOR will require Laclair to take the Course 101 class again. Millett gave her information on the course that was coming up in August at UMass. Millett agreed to get Laclair the details and registration information once she had it.
4. The Board reviewed and signed the following documents:
  - a. Fiscal year 2015 preliminary real estate commitment.
  - b. Fiscal year 2015 preliminary personal property commitment.
  - c. Monthly list of abatements for May and June, 2014.
5. The Board reviewed and discussed their contract with Mayflower Valuation, LTD. After discussing a few points of the contract, on a motion by Reynolds and seconded by Cashin, the Board voted unanimously to sign the contract with Mayflower Valuation, LTD. The Board informed Laclair that their 3 year contract now included revaluation.
6. The Board reviewed their contract with CAI and explained to Laclair that their maps were now in GIS format and that CAI took care of their annual map updates and the hosting of their new GIS website. On a motion by Cashin and seconded by Reynolds, the Board voted unanimously to sign the contract with CAI Technologies.
7. The Board reviewed an ATB abatement filed by MCI Communications regarding the valuation of their personal property. The Board explained to Laclair that MCI has filed an appeal every year since 2004 on its centrally valued personal property determined by the Commissioner of Revenue. It was noted that all appeals were still pending and that funds were reserved in the overlay each year to cover this. After discussing the current overlay balance, Millett explained that she had been raising the full amount of the appealed taxes on the recap sheet each year and that when the appeals get settled, it will only be a portion of this amount, so they should be fine.
8. The Board reviewed and discussed several property inspections that needed to be done; only 2 of the inspections would require an appointment. The Board gave their Secretary the times they could do the inspections and directed her to set up appointments with the property owners. Laclair agreed to go along for the experience.
9. After determining that Laclair was definitely interested in joining the Board, on a motion by Cashin and seconded by Reynolds, the Board voted unanimously to recommend Laclair to fill the vacancy on the Board of Assessors. The Board directed their Secretary to request an appointment with the Select Board.
10. After discussing the position and answering Laclair's questions, the Board thanked her for her interest.
11. At 7:43 p.m., on a motion by Reynolds and seconded by Cashin, the Board voted unanimously to adjourn their meeting.

At 7:43 p.m., on a motion by Cashin and seconded by Reynolds, the Board voted unanimously to enter into Executive Session with the intent to not return 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 passed unanimously.

Respectfully Submitted,  
Carlene Millett,  
Assessor's Secretary

## **List of Documents Viewed in Public Meeting of June 23, 2014\***

1. Email regarding All Board Meeting on 6/23/14, dated 6/17/14.
2. Minutes from Assessors meeting of 6/9/14
3. Fiscal year 2015 preliminary real estate commitment, dated 7/1/14.
4. Fiscal year 2015 preliminary personal property commitment, dated 7/1/14.
5. Monthly list of abatements for May and June, 2014.
6. Contract with Mayflower Valuation, LTD, dated 6/23/14.
7. Contract with CAI Technologies, dated 6/11/14.
8. ATB appeal filed by MCI Communications, dated 6/13/14.
9. Schedule OL-1 Overlay Worksheet for Fiscal Year 2014.
10. Property cards for properties to be inspected:
  - a. 9 East Harmony Road
  - b. 77 Rowe Road
  - c. 551 Legate Hill Road
  - d. 2 lots on Maxwell Road
  - e. 328 East Oxbow Road
  - f. 7 Tea Street Extension

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