

**CHARLEMONT BOARD OF ASSESSORS
JANUARY 8, 2024 MEETING MINUTES
CHARLEMONT ASSESSOR'S OFFICE**

Members Present/ Participating:

Anthony Ostroski; Chair, Jacqueline Cashin, Karen Rau

Call to Order

Chair Ostroski called the meeting to order at 6:33 p.m.

#1: 6:30 Appointment, Frank Taylor

Frank Taylor attended to question why his taxes went up so much this year when nothing has changed on his properties. The Board explained that over the past few years, the market has been up with people paying unprecedented prices for modest houses and even land. The DOR requires our assessment-to-sales ratio to come in between 90-110% and when they don't, the Board must adjust their assessments. It was further explained that the Board opted to adjust on the lower end of the range, but that they still needed to increase land and building values to fall within the ratio percentage. The Board said they could go over individual property cards to make sure they had the characteristics correct and that Frank could call Hayden to review his with her if he'd like. Hayden noted that Frank's land parcel was being assessed as excess land and should have had the minimum 1.5-acre potential building site. When power was brought to the property and an address assigned to it, the building site was added. Frank explained that all but a very small area of the property is in the flood plain and he feels it's unbuildable. The Board said they could inspect the property to check if a reduction is warranted. Frank mentioned that his residence parcel seemed overvalued also, noting that it is old with many obsolete features, which would be costly to upgrade if he were to put it on the market. The Board agreed they could look at this property as well and scheduled an inspection with Frank for Saturday, January 20th at 12:00. They will meet at Frank's house at 488 Tea Street, across the road.

#2: Approval of Minutes

The Board reviewed the minutes from their 12/11/2023 meeting. On a motion by Ostroski and seconded by Cashin, the Board voted unanimously to approve the minutes, with amendments.

#3: Board Action/Signatures

On a motion by Ostroski and seconded by Cashin, the Board voted unanimously to sign the following:

1. Assessor's Warrant to Collector:
 - a. Fiscal Year 2024 Real Estate Tax
 - b. Fiscal Year 2024 Personal Property Tax
 - c. Fiscal Year 2024 Certified Overdue Sewer District Fees
 - d. 2023 Motor Vehicle Excise Commitment #6
2. Assessor's Notice of Commitment to Accounting Officer for the above taxes

On a motion by Ostroski and seconded by Rau, the Board voted unanimously to sign the following:

3. Assessor's Notice regarding personal property forms (Forms of List)
4. Assessor's certification of full and fair cash value of Fiscal Year 2024 property taxes

#4: Review/Approve Invoices

On a motion by Ostroski and seconded by Cashin, the Board voted unanimously to approve the following:

1. CAI Technologies Quarterly Tax Map Maintenance
2. Assessor's Post Office Box fee
3. Request for reimbursement of new office printer. Hayden explained that their current printer kept

returning an error of printhead missing or not detected. Several troubleshooting attempts did not resolve the issue and a new printhead for an obsolete printer would be almost as much as a new printer. She researched and purchased a Brother printer which had good reviews. She noted that Staples discontinued the program they were under, so we now purchase through Amazon and get refunded.

#5: Board Discussion

CAI Tax Map Maintenance contract. Hayden explained that she realized CAI had increased their tax map maintenance fee last year and never let them know, so as a result, they need to increase their Fiscal Year 2025 budget request. After review & discussion, the Board raised their mapping request from \$4,700 to \$5,000 to account for the increase, plus some extra for unforeseen work. The Board agreed that Hayden should let CAI know they would like to be notified of cost increases by November of the year before the increase, so they can budget accordingly.

Adjournment

At 7:57 p.m. on a motion by Ostroski and seconded by Cashin, the Board voted unanimously to adjourn their meeting and enter into Executive Session pursuant to General Laws Chapter 59, Section 60, in order to sign the minutes of their last Executive Session meeting, and to not reconvene in open session afterwards. Roll Call vote: Ostroski-Yes, Cashin-Yes, Rau-Yes.

The next meeting will be Monday, February 5, 2024.

Respectfully Submitted,

Carlene Hayden,
Assessor's Clerk

Documents Viewed in Meeting of 1/8/2024*

1. Agenda for meeting of 1/8/2024
2. Assessor's Warrants to Collector:
 - a. Fiscal Year 2024 Real Estate Tax
 - b. Fiscal Year 2024 Personal Property Tax
 - c. Fiscal Year 2024 Certified Overdue Sewer District Fees
 - d. 2023 Motor Vehicle Excise Commitment #6
3. Assessor's Notice of Commitment to Accounting Officer for Fiscal Year 2024 taxes
4. Assessor's Notice regarding personal property Forms of List
5. Assessor's certification of full and fair cash value of Fiscal Year 2024 property taxes
6. CAI Technologies Quarterly Tax Map Maintenance invoice
7. Assessor's Post Office Box fee invoice
8. Request for reimbursement for new office printer
9. Fiscal Year 2025 CAI Tax Map Maintenance contract
10. Assessor's FY 2025 budget request.

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