

**CHARLEMONT BOARD OF ASSESSORS  
AUGUST 1, 2022 MEETING MINUTES**

**CHARLEMONT ASSESSOR'S OFFICE & CONFERENCE CALL**

**Members Present/ Participating:**

Karen Rau; Chair, Jacqueline Cashin, Anthony Ostroski

**Call to Order**

Cashin called the meeting to order at 6:30 p.m. and stated that Rau would be joining a little later.

**#1: Approval of Minutes**

There were no minutes to approve; Cashin stated that she will be doing the minutes for their last meeting and will have them for the next meeting.

**#2: Board Action/Discussion**

1. Request for Extension to Form 3ABC Annual Charities Filing. There is a request from the Old Deerfield Conference for an extension to filing their Form 3ABC for charitable organizations. The new Secretary has been unable to obtain the required records from the previous and requested a 60 day extension. After discussion, on a motion by Cashin and seconded by Ostroski, the Board voted unanimously to allow the extension.
2. Chapter 61 10 Year Recertification. The office was emailed a copy of a Forest Management Plan by the Department of Conservation & Recreation (DCR) for a 10 year recertification of the Shaw/Grogan/Clark property, however an application was not received by the 10/1/2021 deadline. Hayden asked the Board if they wanted to remove the property from Chapter 61 classification for this year or allow them a late-filed application, given that the DCR has approved their management plan. It was discussed that the State Forester and DCR have jurisdiction over Chapter 61 and have allowed late applications before. Ostroski observed that there have been several late filed Chapter applications recently and the Board asked if these landowners have been late in the past. Hayden said they have not since she's been here and noted she does keep track of late filers. On a motion by Cashin and seconded by Ostroski, the Board voted unanimously to allow a late application and to have Hayden send a letter to the landowners giving them 30 days to submit an application.
3. MAAO Dues increase & Budget Shortage. Hayden explained that because the MAAO voted to increase the annual dues after she had already submitted their annual budget request and gave no indication of a dues increase, they did not have enough to pay the increased dues fee. After discussion, it was decided to have Jackie removed as a member this year. On a motion by Cashin and seconded by Ostroski, the Board voted unanimously to remove Cashin as a member and pay dues for 3 members.

**#3: Board Signatures**

The Board reviewed/approved the following (Cashin motioned, Ostroski seconded):

1. Invoice from Patriot Properties for \$2,000 for their annual license fee
2. Invoice from MAAO for \$225. for annual dues
3. 2022 Warrant to Collector for motor vehicle excise tax Commitment #4

**#4: Review Correspondence**

1. Forest Cutting Plan for Kevin & Nichole Knobloch, Legate Hill Rd. Cashin asked if the abutters were notified. Hayden said she would check on the requirements but believed there was a certain board feet threshold and that it was abutters within 200' of the cutting area.

2. Pro-Forma tax calculations for auction properties. Hayden explained that the Tax Collector recently sold 4 properties taken for taxes owed at a public auction and needed the pro-forma tax calculations for the taxes that would be owed by the buyers. Hayden explained this was figured by using the sales price to determine a daily rate then calculating the number of days left in the fiscal year multiplied by the tax rate. She noted the total only came to \$437.00 but at least the full taxes would be getting paid going forward.

Rau came in toward the end of the meeting and said she will come by the office to review & sign documents this week.

#### Adjournment

At 6:44 p.m. on a motion by Ostroski and seconded by Cashin, the Board voted unanimously to adjourn their meeting. There were no abatement or exemption applications to deliberate on, so there was no need to enter Executive Session.

Roll Call vote: Ostroski-Yes, Cashin-Yes, Rau-Yes.

The next meeting will be Monday, September 12th due to the Labor Day holiday on September 5th.

Respectfully Submitted,

Carlene Hayden,  
Assessor's Clerk

#### **Documents Viewed in Meeting of 8/1/2022\***

1. Agenda for meeting of 8/1/2022
2. Email request for extension to Form 3ABC filing deadline; 7/14/2022
3. Forest Management Plan for Kelly Clark, Lisa Shaw, Paul Grogan & Jeffrey Grogan
4. Invoice from Patriot Properties; 7/18/2022
5. Invoice from MAAO
6. 2022 Warrant to Collector for motor vehicle excise tax Commitment #4; 8/9/2022
7. Forest Cutting Plan for Knobloch; 5/9/2022
8. Fiscal Year 2023 Pro Forma tax calculations for 4 auction properties

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