

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

October 28, 2013

Members Present: Sarah Reynolds; Chair, Jacqueline Cashin, Simon Dean.

The meeting was convened at 7:32 p.m.

1. The Board reviewed the minutes from their 9/23/13 meeting. On a motion by Reynolds and seconded by Cashin, the minutes were unanimously approved, as written.
2. On a motion by Reynolds and seconded by Dean, the Board unanimously voted to sign the following:
 - a. 2013 Motor vehicle excise commitment #5
 - b. The monthly list of real, personal and motor vehicle abatements for September and October, 2013
 - c. The updated Assessor's inventory list.
3. The Board reviewed the deeds and building construction for September, 2013.
4. On a motion by Dean and seconded by Cashin, the Board unanimously voted to sign the following invoices:
 - a. Mayflower Valuation
 - b. James Sewall Company
 - c. Carlene Millett:(2) requests for reimbursement of mileage.
5. The Board reviewed a notice of an Appellate Tax Board hearing date. Reynolds noted that she could not make the date as she has Jury Duty. Millett noted that their consultant, Duane felt it beneficial for her and the Board to go. The Board reviewed and discussed a packet of interrogatories and requests for documents submitted by the Ellis'. Millett stated that Duane suggested they contact Town Counsel to advise them, as many of these requests did not apply. After discussion, on a motion by Reynolds and seconded by Dean, the Board unanimously voted to request permission to contact Town Counsel regarding the requests. It was further discussed that Mr. Ellis had offered to negotiate with the Board on their appeal. After some discussion as to the fact that allowing a reduction in value for a property being in a flood zone could set a dangerous precedent, on a motion by Reynolds and seconded by Dean, the Board unanimously voted to move forward with the appeal. Mr. Ellis will be notified of Board's decision to decline the offer to negotiate.
6. It was noted that the Board of Health approved the use of their bulletin board for the public disclosure. It was noted that after DOR gave preliminary certification of the property values, they would be posted on the bulletin board for public viewing and a notice would go out that the values could be viewed in the Town Hall.
7. The Board reviewed a capital items request from the Finance Committee and agreed that they had none.
8. The Board reviewed the warrant articles for the Special Town Meeting.
9. The Board reviewed a letter from the Registry of Deeds noting that they would begin invoicing for copies annually at the end of the fiscal year. This is to save both towns and the state time and money.
10. The Board reviewed a letter from the DOR regarding a request for financial management review of the Town. It was explained that this is often requested by towns to address any problem areas and to institute certain policies and procedures. This is a free service offered by the DOR.
11. The Secretary gave the Board an overview of the annual Community Software Consortium business meeting she had attended. Millett noted that some key points of the meeting were that the annual dues for fiscal year 2015 would be increasing; \$100.00 in the General Dues tier and \$100.00 in the Assessing tier, primarily to fund the switch to the cloud. She noted that they viewed screen shots of the cloud-based database and it looks exactly the same as the desktop. She stated that there was an update to their personal property which she had Mike Quinlivan install. She added that CSC voted to move forward with a study to connect the public access portion of the cloud system with the assessing data, and that they may set up a Public Access tier in the future.
12. The Board asked where the Shea property issue stood. Millett stated that she last heard that Town Counsel had brought it to Land Court, but hasn't heard anything recent; she will check with the Tax Collector on the status.
13. It was discussed that the next regular Board meeting falls on Veteran's day. On a motion by Dean and seconded by Reynolds, the Board voted unanimously to meet on Monday, November 18, 2013 only if needed.
14. At 8:06 p.m., on a motion by Reynolds and seconded by Cashin, the Board voted unanimously to adjourn.

At 8:06 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, Dean, Cashin

Voting no: None

Motion passes unanimously.

Respectfully Submitted,

Carlene Millett,
Assessor's Secretary

List of Documents Viewed in Public Meeting of October 28, 2013*

1. Minutes from the meeting of 9/23/13.
2. 2013 Motor vehicle excise commitment #5, dated 9/30/13.
3. Monthly list of real, personal and motor vehicle abatements for September and October, 2013.
4. Updated Assessor's inventory list, dated 10/28/13.
5. The deeds and building construction for September, 2013.
6. Invoice from Mayflower Valuation, dated 9/27/13.
7. Invoice from James Sewall Company, dated 9/30/13.
8. (2) Requests for reimbursement of mileage from Carlene Millett, dated 9/26/13 and 10/28/13.
9. Notice from Appellate Tax Board regarding upcoming hearing date, dated 10/1/13.
10. Set of Interrogatories, requests for production of documents and requests for admission, dated 10/4/13.
15. Capital items request from the Finance Committee, dated 10/21/13.
16. Warrant articles for the Special Town Meeting of 11/4/13.
17. Letter from the Registry of Deeds regarding annual invoicing, dated 11/1/13.
18. Letter from the DOR regarding request for financial management review, dated 9/27/13.
19. Notes taken at CSC annual business meeting of 10/10/13.

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