

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

**September 23, 2013**

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

The meeting was convened at 7:31 p.m.

1. The Board reviewed the minutes from their 9/9/13 meeting. On a motion by Reynolds and seconded by Cashin, the minutes were unanimously approved, as written.
2. The Board reviewed an invoice from James Sewall Company; on a motion by Dean and seconded by Cashin, the Board voted unanimously to approve the invoice for payment.
3. The Board reviewed a letter of request to the Board of Health for use of their bulletin board as part of the public disclosure of property values. On a motion by Reynolds and seconded by Cashin, the Board voted unanimously to forward the request to the Board of Health for temporary usage of their bulletin board.
4. The Board reviewed a notice of the annual Community Software Consortium meeting on October 10, 2013.
5. The Board reviewed the deeds for August, 2013.
6. The Board reviewed a copy of business certificates for the Warfield House and Warfield House Inn.
7. The Board reviewed the expense report for August, 2013.
8. It was discussed that the next regularly scheduled Board meeting falls on Columbus day, and that there may be some forms which need the Assessor's signatures as part of Certification. On a motion by Reynolds and seconded by Dean, the Board voted unanimously to meet on Monday, October 7, 2013 if any business should come in requiring action by the Board. The Board asked Millett to notify them if such business should come in.
9. At 7:37 p.m., on a motion by Reynolds and seconded by Cashin, the Board voted unanimously to adjourn. At 7:37 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 September 23, 2013\***

1. Minutes from the meeting of 9/9/13.
2. Invoice from James Sewall Company, dated 8/31/13.
3. Letter to Board of Health requesting bulleting board usage, dated 9-23-13.
4. Email notice of annual CSC meeting, received 9/22/13.
5. Deeds for August, 2013.
6. Copies of business certificates for Warfield House, dated 9/11/13.
7. Town expense report for August, 2013.

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