

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

November 9, 2015

Members Present: Jacqueline Cashin; Chair, Karen LaClair, Anthony Ostroski.

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

1. The Board reviewed the minutes from their 10/26/15 meeting. On a motion by Cashin and seconded by LaClair, the Board unanimously approved the minutes as written.
2. The Board reviewed a Bill schedule submitted for Assessor's bi-annual Salaries
3. The Board reviewed and signed the following Gateway tax rate recap forms (Cashin motioned, LaClair seconded):
 - a. LA-4
 - b. LA-3
 - c. LA-15
 - d. LA-13
 - e. LA-13A
 - f. A-3; Revolving Funds
 - g. Levy Limit.
4. The Board expressed concern that the proposed tax rate was up almost \$2.00 from last year and reviewed the Gateway forms to discern the reason. It was decided that a combination of needing to raise more, reimbursements being down and the FEMA money being placed in the wrong account all contributed.
5. Hayden notified the Board that she would like to change her open office hours to be more reflective of her time in the office. Currently, the hours of Assessor's Secretary were separate from the Secretary to the Boards, and people were feeling like they could not come in and discuss business during off hours of each office. Therefore, she proposed half days on Monday and Friday, to allow time to get her work done uninterrupted and full days Tuesday through Thursday. Select Board and other Town staff had no issue. After discussion, on a motion by Cashin and seconded by LaClair, the Board unanimously approved the proposed change in open office hours of their Secretary.
6. Hayden noted that the proposed date of the tax rate hearing was Monday, November 30th with the time yet to be decided. All Board members stated they would be able to attend, noting that they preferred an earlier time if possible.
7. It was discussed that an applicant for Chapter 61A classification did not have the minimum required acreage in Charlemont to qualify, yet did have contiguous land in Rowe. Hayden noted that after discussing with the applicant, Ruth Loomis, the Rowe Assessor's Clerk and the State Forester, it was determined that the land would qualify if it had the total required acreage between the two towns and both towns agreed. The Board agreed but noted that the application should reflect the amount of acreage being applied for in each town.
8. Hayden noted that she had received a quote from Patriot Properties for the cost of switching to another CAMA system. The initial startup would be around \$8,500.00 which included the license, conversion and software and the purchase of Microsoft SQL Server, which would be needed to run the software. Thereafter, the annual fee would be \$2,000.00 for than annual license and maintenance. Hayden confirmed that the current computer was sufficient and would not need to be replaced or upgraded.
9. At 8:36 p.m., on a motion by Cashin and seconded by Ostroski, the Board voted unanimously to adjourn their meeting.
10. At 7:30 p.m., on a motion by Cashin and seconded by Ostroski, the Board voted unanimously to enter into Executive Session pursuant to General Laws Chapter 59, Section 60, in order to deliberate on pending abatement and/or exemption applications, and with the intent to not return to open meeting afterwards.

Roll Call:

Voting yes: Cashin, LaClair, Ostroski

Voting no: None

Motion passed unanimously.

Respectfully Submitted,
Carlene Hayden,
Assessor's Secretary

List of Documents Viewed in Public Meeting of November 9, 2015*

1. Minutes from meeting of 10/26/15
2. Bill schedule for Assessor's salaries, dated 11/9/15.
3. Gateway tax rate forms (All forms were previously submitted to DLS on 11/4/2015):
 - a. LA-4
 - b. LA-3
 - c. LA-15
 - d. LA-13
 - e. LA-13A
 - f. A-3; Revolving Funds
 - g. Levy Limit.
4. Proposed office hours for Assessor's Secretary.
5. Chapter 61/61A file for Ruth Loomis.
6. Estimated cost to convert to Patriot Properties.

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