

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

**December 22, 2014**

**Members Present:** Jacqueline Cashin; Chair, Sarah Reynolds, Karen LaClair.

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

1. The Board reviewed the minutes from their meeting of 11/24/14. On a motion by Cashin and seconded by LaClair, the Board voted unanimously to approve the minutes as written.
2. The Board reviewed and signed the following:
  - a. The warrant for Fiscal Year 2015 real and personal property tax commitment.
  - b. Monthly abatements for December, 2014.
3. The Board reviewed and approved two invoices for payment:
  - a. Quality Envelope
  - b. Staples
4. The Board reviewed the deeds and building construction report for November, 2014.
5. The Board discussed a request for property inspection on Maxwell Road. It was agreed the Board could do the inspection on Monday, January 19<sup>th</sup>, 2015 at 1:30 p.m. The Board instructed their Secretary to set this up with the property owner.
6. The Board discussed the inspection of the property at 502 South River Road and reviewed the changes to be made.
7. The Board stated that despite the fact that the Secretary provided them with 2 sets of new batteries for the camera, it shut down with both sets during their inspection. It was noted that the camera needs to be replaced. It was also noted that the office needs a surveyor's measuring tape for inspections and the Board directed their Secretary to purchase both a new camera with researchable batteries and a surveyor's measuring tape.
8. The Board reviewed a settlement offer from MCI regarding ATB appeals spanning from 2004 to 2015. After discussion, it was decided that the Board should have Town Counsel review the offer to give their opinion. On a motion by Reynolds and seconded by Cashin, the Board unanimously voted to request permission from the Board of Selectmen to contact Town Counsel regarding the matter.
9. The Board reviewed the upcoming annual Franklin County Assessor's Association meeting & dinner. It was noted that all but Reynolds would attend the meeting and that the Secretary would take care of the RSVP.
10. The Board reviewed a memo regarding the upcoming All Board Meeting; no agenda items were identified.
11. At 7:30 p.m., on a motion by Cashin and seconded by Reynolds, the Board voted unanimously to adjourn their meeting.

At 7:30 p.m., on a motion by Cashin and seconded by Reynolds, the Board voted unanimously to enter into Executive Session in order to deliberate on pending abatement and/or exemption applications, with the intent to not return to open meeting afterwards.

**Roll Call:**

Voting yes: Cashin, Reynolds, LaClair

Voting no: None

Motion passed unanimously.

Respectfully Submitted,  
Carlene Millett,  
Assessor's Secretary

**List of Documents Viewed in Public Meeting of December 22, 2014\***

1. Minutes from Assessors meeting of 11/24/14.
2. Warrant for Fiscal Year 2015 real and personal property tax commitment.
3. Monthly abatements for December, 2014.
4. Invoice for Quality Envelope, dated 12/10/14.
5. Invoice for Staples, dated 12/5/14.
6. Deeds for November, 2014.
7. Building construction report for November, 2014.
8. Property record card & inspection notes for 502 South River Road.
9. ATB settlement offer from MCI, dated 12/18/14.
10. FCAA annual meeting invitation and agenda.
11. Memo from Select Board regarding All Board meeting, dated 12/4/14.

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