

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

February 3, 2014

Members Present: Sarah Reynolds; Chair, Jacqueline Cashin.

The meeting was convened at 7:30 p.m.

1. The Board reviewed the minutes from their meetings of 12/9/13 and 1/13/14. On a motion by Reynolds and seconded by Cashin, the Board voted unanimously to approve both sets of minutes, as written.
2. The Board participated in a remote demo/training of their new GIS website conducted by Aaron Weston, of James Sewall Company. Aaron answered several questions of the Assessor's and their Secretary. A few glitches were noted, such as properties with more than one residence were not showing the second and were not able to be queried by address. Aaron directed the Board to contact Eric Russell to address these. The Board will spend some time checking out the website and decide when to make it accessible to the public.
3. On a motion by Reynolds and seconded by Cashin, the Board unanimously voted to sign the following:
 - a. The monthly list of abatements for January, 2014
 - b. Fiscal Year 2013 abatement record
 - c. Assessor's statement for Fiscal Year 2013 commitment book
 - d. Several forms from the DOR Gateway website
4. On a motion by Reynolds and seconded by Cashin, the Board voted to approve the following invoices:
 - a. Quality Envelope
 - b. Annual P.O. Box fee
 - c. Request for reimbursement for training attendance
5. The Board reviewed the deeds and building construction for December, 2013.
6. Per a request from the Select Board, the Assessors discussed the Avery's Account. Having decided that the Assessors do not need to be on the account, on a motion by Cashin and seconded by Reynolds, the Board voted unanimously to have the Select Board remove the Assessor's name from the account.
7. The Board reviewed a notice of the Ellis ATB hearing, noting it was now continued to March 4th, 2014.
8. The Board reviewed a memo regarding the due date of Town Reports and asked the Secretary to be sure to include a thank you to Simon Dean for his service on the Board.
9. The Board reviewed a request from Kevin Knobloch to allow his Chapter 61 recertification, although the application was filed late. After discussion as to the fact that Mr. Knobloch was given several opportunities to file timely, in light of the fact that Rowe approved the late application, and that the two towns are filed together on the Forest Management Plan, on a motion by Reynolds and seconded by Cashin, the Board voted unanimously to approve the application with the understanding this will be the only time.
10. The Board discussed their meeting time of 7:30 p.m., and decided to meet at 7:00 p.m. instead. On a motion by Cashin and seconded by Reynolds, the Board voted unanimously to change their meeting time from 7:30 p.m. to 7:00 p.m. beginning with their next meeting on February 24th.
11. At 9:00 p.m., on a motion by Cashin and seconded by Reynolds, the Board voted unanimously to adjourn. At 9:00 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, Cashin

Voting no: None

Motion passes unanimously.

Respectfully Submitted,

Carlene Millett,
Assessor's Secretary

List of Documents Viewed in Public Meeting of February 3, 2014*

1. Minutes from meetings of 12/9/13 & 1/13/14
2. Monthly list of abatements for January, 2014
3. Fiscal Year 2013 abatement record
4. Assessor's statement for Fiscal Year 2013 commitment book
5. Gateway forms from the DOR website:
 - a. LA-4
 - b. LA-13
 - c. LA-13A
 - d. Tax Rate Recap (page 1)
 - e. LA-10
 - f. Schedule A-3 (Revolving Funds)
6. Invoices:
 - a. Quality Envelope, dated 1/22/14
 - b. Annual P.O. Box fee, dated 1/27/14
 - c. Request for reimbursement for training attendance, dated 1/24/14
7. Correspondence:
 - a. Notice of ATB hearing, dated 1/17/14
 - b. Email from Select Board regarding Avery's Account, dated 1/15/14
 - c. Memo from Select Board regarding Town Reports due, dated 1/22/14
 - d. Emailed request from Kevin Knobloch regarding Chapter 61 application, received 1/4/14

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