

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

April 27, 2015

Members Present: Jacqueline Cashin; Chair, Sarah Reynolds, Karen LaClair. Also present were Linda Wagner and Anthony Ostroski.

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

1. Anthony Ostroski attended the meeting to express his interest in becoming an Assessor. It was noted that Reynolds was running for Select Board and if elected, would have to vacate her position as Assessor. Ostroski explained that he had not taken out papers but would consider being a write-in candidate. The Board agreed to assist him.
2. The Board reviewed the minutes from their 4/13/15 meeting. On a motion by Cashin and seconded by Reynolds, the Board voted unanimously to approve the minutes, as written.
3. On a motion by Reynolds and seconded by Cashin, the Board voted unanimously to sign the following:
 - a. Monthly list of abatements (February-April, 2015)
 - b. A Chapter 61 land lien for the Nancy Morrell Trust.
4. On a motion by LaClair and seconded by Cashin, the Board voted unanimously to sign the following:
 - a. A Chapter 61 land lien for 133 Warfield Realty, LLC (Reynolds recused herself as she is employed by the owners of the property).
5. Linda Wagner attended the meeting to notarize the Board's signatures on both land liens. She noted that she will not be renewing her commission, which expires this October. The Board thanked her for her assistance with these.
6. On a motion by Reynolds and seconded by LaClair, the Board voted unanimously to sign the following:
 - a. List of Personal Exemptions for FY 2015
 - b. Personal exemptions pages for record of exemption book
7. The Board explained abatements, exemptions and the Chapter 61 program to Anthony.
8. The Board reviewed their tax map maintenance proposal with CAI Technologies for the coming fiscal year. Millett noted that the fee would be raised from \$1,200 to \$1,400 for their next contract. After ensuring that there were no major changes from the last contract, on a motion by Reynolds and seconded by Cashin, the Board voted unanimously to sign the contract.
9. The Board reviewed an invoice from CAI Technologies. On a motion by Cashin and seconded by Reynolds, the Board voted unanimously to approve the invoice for payment.
10. The Board reviewed the deeds and building construction reports for March, 2015. The Board explained to Tony that they these reports are received each month and give them information on property transfers and new construction which will need to be picked up in the next fiscal year.
11. The Board explained the basics of assessing with Anthony and the forms they typically deliberated on in meetings. The Board further noted that Anthony would need to take and pass the Course 101 training within 2 years of becoming an Assessor. The Board then explained their need to enter into a closed session meeting to review abatements and thanked Anthony for his interest.
12. At 8:01 p.m., on a motion by Cashin and seconded by Reynolds, the Board voted unanimously to adjourn their meeting.
13. At 8:01 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 April 27, 2015*

1. Minutes from meeting of 4/13/15
2. Monthly list of abatements of real and personal property and motor vehicle abatements for February-April, 2015.
3. Chapter 61 land lien for the Nancy Morrell Trust, dated 4/27/15.
4. Chapter 61 land lien for 133 Warfield Realty, LLC, dated 4/27/15.
5. List of Personal Exemptions for FY 2015
6. Personal exemptions pages for record of exemption book (real estate exemptions granted for FY 2015).
7. Tax map maintenance proposal with CAI Technologies, dated 4/15/15.
8. Invoice from CAI Technologies, dated 4/27/15.
9. Building construction report for March, 2015.
10. Deeds for March, 2015.

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