

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

August 25, 2014

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

The meeting was convened at 7:01 p.m.

1. The Board reviewed the minutes from their meeting of 8/11/14. On a motion by Cashin and seconded by Reynolds, the Board voted unanimously to approve the minutes as written.
2. The Board reviewed and signed the monthly abatements for July & August, 2014.
3. The Board reviewed requests for written return under oath for information on property for the determination of value. These letters were being sent to owners of posted properties upon the suggestion of DLS. Millett explained that she modified the Income & Expense letters and formatted it for residential property. The letters inform the owners that failure to respond within 60 days will cause them to lose their power to appeal the value to the ATB. Millett suggested the letters be sent via certified mail as previous letters have gone unanswered. On a motion by Reynolds and seconded by LaClair, the Board voted unanimously to sign and send the letters via certified mail.
4. The Board reviewed a notice from the Natural Heritage and Endangered Species program regarding 1431 Route 2, which noted that the forest cutting activities were not expected to negatively affect any habitat or species.
5. There was a request from the Select Board made by Dohn Sherman for a joint meeting with the Selectmen and Assessors. It was discussed that Dohn had come in a few years back to review his father, Floyd Sherman's properties on Route 8A. After discussion, the Board suggested meeting on September 29th and directed their Secretary to check with the Select Board. The Board will review and discuss the file at their next meeting.
6. After discussion, it was agreed that the Assessors should request \$3,000.00 for the replacement of their computer any other software the DLS should require. Although they may not use it all, it was best to request more just in case. On a motion by Cashin and seconded by Reynolds, the Board voted unanimously to request \$3,000.00 for the replacement of their computer and related software and hardware.
7. The 7 Tea Street property inspection was discussed with Reynolds noting that all three residences on the property were wrong. The Board reviewed the pictures and discussed the discrepancies. It was noted that one property was under construction and was about 70% complete. The property will be corrected in their database.
8. At 7:44 p.m., on a motion by Reynolds and seconded by Cashin, the Board voted unanimously to adjourn their meeting.

At 7:44 p.m., on a motion by Cashin and seconded by Reynolds, the Board voted unanimously to enter into Executive Session with the intent to not return to open meeting afterwards, in order to deliberate on pending abatement and/or exemption applications.

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 August 25, 2014*

1. Minutes from Assessors meeting of 8/11/14.
2. Monthly abatements for July & August, 2014.
3. Request for written return of property information letter, dated 8/25/14.
4. Notice from NHESP regarding 1431 Route 2, dated 8/15/14
5. 7 Tea Street property record card, inspection notes and pictures.

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