

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

January 10, 2011

The meeting was convened at 7:30p.m., with the following members present: Sarah Reynolds, and Simon Dean. Dave Cunningham was absent. Also present were Douglas and Glen Dean.

1. Douglas and Glen Dean came in to discuss their Chapter 61 property. Simon Dean recused himself from the discussion, as Douglas is his brother. Douglas pointed out the 6.129 acres that he is removing from his property classified as Chapter 61A and conveying to his son, Glen. The Secretary explained that the copy of the map provided by the Deans Attorney, Richard Bishop, showed approximately 3 acres located at the top of the parcel, as being excluded from the property; however the property has been assessed with only the 1.5 acre building lot excluded for the homesite. Douglas explained that there is not a house on this lot, only the sugar house. Douglas also explained that the bottom portion of the property where the sugar house is located has been combined with this parcel, and should have 3 acres excluded; one for the sugar house (at the bottom portion of the property) and one for the future homesite (at the top of the property). Douglas explained that he and his wife had always intended to leave the additional 1.5 acres out for the sale of this parcel to their son. The Secretary pulled the Chapter 61 Applications for the Deans and it was found that early applications showed 3 acres being left out and more recent applications showed only the 1.5. Douglas Dean admitted he really hadn't paid much attention to the excluded acreage on the applications; he usually came into the Assessor's Office and went over it with the staff. Since the Board voted on December 8th, 2010 not to assess roll-back taxes on this property, and since the property will be conveyed to Glen Dean, Reynolds felt there was probably no need to correct it now, however, she advised Dean to make sure that the combined properties had been filed in the Registry of Deeds, in order to prevent future errors. Reynolds stated that she will need to run all this by the Department of Revenue to make sure this is ok. Reynolds asked the Deans to have Bishop remove the notation on the map showing 3 acres being excluded, and send in a corrected one. Reynolds also pointed out to Douglas and Glen that Bishop needs to correct the Waiver of Right of First Refusal that he sent to the Select Board, as it has the wrong date and Town name on it and asked him to bring in the corrected documents as soon as possible so the Board of Selectmen could vote on it.
2. The Board reviewed the minutes of their 12/27/10 meeting. On a motion by Reynolds and seconded by Dean, the Board voted unanimously to accept the minutes as amended.
3. The Board signed a bill schedule for their Post Office Box fee.
4. The Board reviewed their contract with their mapper; Cartographic Associates, and noted that they are asking for an extra copy of the large maps so there is a working set for the public and a set to be saved as the permanent copy. On a motion by Dean and seconded by Reynolds, the Board voted unanimously to accept the Cartographic Associates contract with the additional map copies.
5. The Board reviewed and signed the monthly motor vehicle abatements and exemptions for December.
6. The Board reviewed the Owner Unknown properties.
7. The Board reviewed the deeds and building construction reports for December.
8. On a motion by Reynolds and seconded by Dean, the Board voted unanimously to table selecting a new Chair until the next meeting when all members would be present.
9. The Board discussed the quote from Mayflower Valuation and noted that they charge extra to do Personal Property. The Secretary stated that she felt this was something they needed, as she is not sure

how the Personal Property is valued and entered into their computer. The Board instructed the Secretary to contact Duane Adams at Mayflower and ask how much extra he would charge for the valuation of Personal Property, and also asked her to check around to see what other Towns that use Mayflower do.

10. The Board reviewed the previous vendor's contracts.
11. The Board reviewed their budget and discussed the remaining \$355.00 that had been allotted to them for the purchase of a fireproof filing cabinet. Since the Board has purchased all the filing cabinets they need, on a motion by Dean and seconded by Reynolds, the Board voted unanimously to return to the money to the General Fund. The Board reviewed the money left in their budget for their consultant and felt that they would have enough for the first year with a new vendor after they paid their current vendor his remaining fee. On a motion by Reynolds and seconded by Dean, the Board voted to table the choosing of a new Valuation vendor until the next meeting, when all members would be present.
12. Dean commented on the appearance of the Town Hall since the new Janitor has taken over and felt it would be nice for the Board to write a letter of appreciation. On a motion by Dean and seconded by Reynolds, the Board voted unanimously to write a letter of appreciation to the Select Board regarding the new Custodian.
13. At 9:53 p.m., on a motion by Reynolds and seconded by Dean, the Board voted unanimously to enter into Executive Session, with the intent of not returning to open meeting, in order to deliberate on pending abatement applications.

Roll Call:

Voting yes: Reynolds, Dean

Voting no: None

Motion passes unanimously.

Respectfully Submitted,

Carlene Millett,
Assessor's Secretary

List of Documents Viewed in Public Meeting of January 10, 2011*

1. Waiver of Right of First Refusal and plot plan submitted by Attorney Bishop.
2. Douglas Dean's Chapter 61A file.
3. 2011 Bill for Post Office Box fee.
4. Monthly lists of motor vehicle abatements and exemptions for December, 2010.
5. Cartographic Associates contract, dated 12/17/2010
6. FY 2011 3rd quarter Owner Unknown property tax bills, issue date 12/30/2010.
7. December 2010 list of deeds.
8. Building construction report for December, 2010.
9. Mayflower Valuation quote (not dated).
10. Bishop & Associates contracts for FY 2011, 2002, 1999 & 1997.

*Documents not attached to minutes are stored in their respective file in the Assessor's office.