

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

July 25,, 2011

The meeting was convened at 7:30 p.m., with the following members present: Simon Dean, Sarah Reynolds and Jacqueline Cashin. Also present were David Cunningham, Select Board Liaison to the Board of Assessors and Franco Rossi, of Cartographic Associates, Inc.

1. The Board reviewed the minutes from their 7/11/11 meeting. On a motion by Reynolds and seconded by Cashin, the Board voted unanimously to accept the minutes as written.
2. The Board reviewed and signed 2011 Motor Vehicle Commitment #4.
3. The Board reviewed and signed the monthly list of abatements for July, 2011.
4. The Board reviewed an invoices from Community Software Consortium. Millett noted that the dues have gone up \$100.00 more than CSC had previously voted at their annual meeting, so they would eventually need to take the extra money from another account in their budget. On a motion by Dean and seconded by Reynolds, the Board voted unanimously to approve the invoice.
5. The Board directed Millett to update the town website by removing Cunningham's name and adding Cashin's.
6. The Board reviewed a letter composed to Marie Stella, regarding her Chapter 61 property. Millett explained that when an Amended Forest Management Plan came in for the property, she reviewed it to see what the change was and found that the amendment was for the property was changing from Chapter 61A to Chapter 61. Millett explained that the original application had stated Chapter 61 but the Forest Management Plan and Certificate stated Chapter 61A, however, the previous Board had approved the property as Chapter 61 and so the property was already classified as such. The letter was to explain this to Stella and to note that no lien or action was therefore necessary.
7. The Board reviewed and signed a letter to property owner, Jeffrey Rau. Millett explained that when she met with their Franco, their mapper, he found that the two properties abutting Rau's appeared to encompass the property entirely and needed a copy of the unrecorded plan noted in Rau's deed for clarification. The letter asked Rau if the Assessors could obtain a copy of the plan if Rau was in possession of it.
8. Next, the Board met with Franco Rossi, their mapper. Rossi explained that as part of the Commonwealth's standard that all municipalities' parcels be on the same Level 3 standard, the MassGIS program is funding the conversion of parcel data, and Charlemont was scheduled for the Fiscal Year 2012 cycle. Rossi explained that Cartographic has been awarded the contact for the Towns they currently do mapping for, including Charlemont. Rossi further explained that the Board could further benefit from this opportunity with the additional step of the conversion and reconciliation of their current tax maps to the ortho-photos to align roads, property lines etc. and therefore make their maps more accurate. Rossi went on to state that unfortunately; due to budget constraints MassGIS was not able to fund the cost for this part of the project and that the cost to the Town to complete this would be \$2,200.00. Rossi noted that while not required that they complete this portion of the project, not doing so would require them to maintain two sets of data; the MassGis data and their current (spatially incorrect) maps, and that this may also help the town to deal with some of the inaccuracies and owner unknown properties they were finding. Dean asked Rossi what the cost of maintenance would be. Rossi stated that it would be \$300.- \$400. per year. After some discussion about the fact that Fiscal Year 2012 budgets have already been set, Rossi noted that they have allowed some towns to pay half the fee for the project in FY 2012 and the rest in FY 2013. Cunningham asked Rossi what other expenses would be involved in the project. Rossi explained that there is a web-based GIS service they offer, which can be accessed anywhere and by anyone to obtain maps, abutter's lists, wetlands

and property information, etc. The one time setup fee would be \$1,500.00 and then \$1,800.00 per year to serve it. Rossi then logged on to this web service and showed the Board the aspects and benefits of the program. The Board discussed the fee they pay to the Community Software Consortium and whether or not they could replace it with this cloud-based program, which had more features that could be utilized by many of the other Boards in town. The Board noted that they would get clarification from the CSC as to what their fee includes.

9. The Board then discussed the Clark property with Rossi. Rossi stated that although it was difficult to track the property with all the transfers that had taken place, it appeared that Clark originally had more acreage than he thought, and Rossi determined that Clark currently owns 123 acres; a difference of 13.69 acres from the 136.69 acres the town had previously assessed him for.
10. Next, the Board discussed the fact that the shed had not yet been removed from the property at 283 Legate Hill Road. The Assessors had previously sent the owner a letter stating that if not removed by July 1, it would be assessed. The Assessors would contact their Consultant for more direction on the assessment of the shed, as the size was not known.
11. The Board reviewed a letter from New Cingular Wireless/AT&T. The letter was an offer of settlement of an Appellate Tax Board case in return for the Board agreeing to a proposed depreciation schedule of FY 2012 personal property. After some discussion, the Board asked their Secretary to refer the schedule to their Consultant for review. The Board decided that if Duane felt the schedule looked fair, then Dean could stop in and sign the agreement to settle the case.

At 10:40 p.m., on a motion by Dean 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: Dean, Reynolds, Cashin

Voting no: None

Motion passes unanimously.

Respectfully Submitted,

Carlene Millett,  
Assessor's Secretary

**List of Documents Viewed in Public Meeting of July 25, 2011\***

1. 2011 Motor Vehicle Commitment #4.
2. Monthly list of abatements for July, 2011.
3. Invoice for annual dues from CSC.
4. Letter to Marie Stella, dated July 25, 2011
5. Letter to Jeffrey Rau, dated July 27, 2011
6. Settlement proposal from New Cingular/AT&T, dated July 12, 2011
7. Letter from Franco Rossi, of Cartographic Associates, Inc. regarding MassGIS, dated July 12, 2011.

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