

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

**September 10, 2012**

**Members Present:**

Jacqueline Cashin, Chair  
Sarah Reynolds  
Simon Dean

The meeting was convened at 7:35 p.m.

1. The Board reviewed the minutes from their 8/27/12 meeting. On a motion by Reynolds and seconded by Cashin, the minutes were unanimously approved as amended.
2. The Board reviewed and signed the monthly abatements for August, 2012.
3. The Board reviewed two invoices for payment; MAAO and the Recorder. On a motion by Reynolds and seconded by Dean, the Board voted unanimously to approve the invoices for payment.
4. The Board reviewed the deeds for August, 2012.
5. The Board reviewed a memo from the Board of Selectmen regarding the All Board Meeting. The Board had no suggestions for agenda topics at this time.
6. The Board discussed upcoming fall Community Software Consortium trainings. The trainings were offered free of charge and were to be held at the Springfield DLS office. Cashin indicated that she would be interested in attending the courses with Millett and asked that she remind her before the date.
7. It was discussed that the current Form of List (Form 2HF) does not have a place to fill in the information needed to accurately assess campers and Millett explained that she often needs to contact people to get enough information to value the camper on the NADA website. It was noted that the previous Assessors tried to resolve this with a form created just for campers, but that the DOR would not approve a separate form. Millett showed the Board a Form 2HF which she had modified to request the proper information needed but was the same form approved by the State. Millett explained that it would only be used for owners of campers and that if the Board approved, she would send it to the DOR to request their approval. After reviewing the form, on a motion by Reynolds and seconded by Cashin, the Board unanimously voted to approve the modified Form 2HF and to have it be submitted to the DOR for their approval.
8. At 7:51 p.m. on a motion by Reynolds and seconded by Dean, the Board voted unanimously to adjourn the public meeting.

At 7:51 p.m., on a motion by Cashin and seconded by Dean, 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: Cashin, Reynolds, Dean  
Voting no: None  
Motion passes unanimously.

Respectfully Submitted,

Carlene Millett,  
Assessor's Secretary

**List of Documents Viewed in Public Meeting of September 10, 2012\***

1. Minutes from the meeting of 8/27/12.
2. Monthly abatements for August, 2012.
3. Invoice from MAAO dated 9/10/12.
4. Invoice from the Recorder dated 8/31/12.
5. Deeds for August, 2012.
6. Memo from the Board of Selectmen regarding the All Board Meeting dated 8/28/12.
7. Upcoming fall Community Software Consortium trainings.
8. Modified Form 2HF Form of List.

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