

**CHARLEMONT BOARD OF ASSESSORS
DECEMBER 5, 2016 MEETING MINUTES**

Members Present: Karen LaClair, Chair, Jacqueline Cashin, Anthony Ostroski.

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

1. The Board reviewed the minutes from their 11/21/16 meeting. On a motion by Ostroski and seconded by LaClair, the Board voted unanimously to approve the minutes as written.
2. The Board reviewed the LA-5 Options sheet from Gateway. On a motion by Ostroski and seconded by LaClair, the Board unanimously voted to sign the LA-5.
3. The Board reviewed 2016 motor vehicle commitments #5A and #6. On a motion by LaClair and seconded by Ostroski, the Board unanimously voted to sign the commitments.
4. The Board reviewed the following correspondence:
 - a. Deeds for September-November, 2016
 - b. Building construction reports for September-November, 2016
 - c. Email from Cathy Marques; MassIT, regarding the conversion timeline for their new CAMA software.

At 7:12 p.m., on a motion by LaClair and seconded by Ostroski, the Board voted unanimously to adjourn their regular meeting and enter into Executive Session, pursuant to General Laws Chapter 59, Section 60, 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: LaClair, Cashin, Ostroski

Voting no: None

Motion passed unanimously.

Respectfully Submitted,

Carlene Hayden;
Assessor's Secretary

List of Documents Viewed in Public Meeting of December 5, 2016*

1. Minutes from Assessor's meeting of 11/21/16
2. LA-5 Options sheet from Gateway; 11/22/16
3. Motor vehicle commitment #5A; 12/16/16
4. Motor vehicle commitment #6; 12/1/16
5. Deeds for September-November, 2016
6. Building construction report for September-November, 2016
7. Email from Cathy Marques; Tyler Technologies; 11/16/16.

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