

CHARLEMONT BOARD OF ASSESSORS
JANUARY 12, 2026 MEETING MINUTES
CHARLEMONT ASSESSOR'S OFFICE

Members Present/ Participating:

Karen Rau: Chair, Anthony Ostroski, Andrea Santos

Others Present:

Thorne Palmer, Town Clerk

Call to Order

Rau called the meeting to order at 6:30 p.m.

Approval/ of Minutes

The Board reviewed the minutes from their 12/1/2025 meeting. On a motion by Rau and seconded by Ostroski, the minutes were unanimously approved, as written.

#1: 6:45 Appointment; Town Clerk Thorne Palmer

Town Clerk Palmer attended to notarize the Board's signatures on (3) Chapter 61/A/B new and amended land tax liens:

- a. Ekoorb, LLC
- b. Douglas Mason & Nina Marshall
- c. Jonathan Mirin & Godelieve Richard

The Board thanked Palmer for his time notarizing their signatures.

#1: Board Approval/Signatures

After review, on a motion by Rau and seconded by Ostroski, the Board voted unanimously to approve/sign the following:

1. Warrant to Collector and Notice of Commitment for FY 2026 property taxes & sewer liens
2. Assessor's Statement of full and accurate assessment for FY 2026 property tax commitment book
3. Assessor's Notice regarding personal property forms of list, which are due by March 1st, 2026
4. Assessor's FY 2027 Budget Request (see discussion below)
5. Monthly list of real and personal property tax abatements for November & December, 2025
6. Monthly list of motor vehicle excise tax abatements for October-December, 2025

#2: Board Discussion

1. FY 2027 Budget Request. The Board reviewed their FY 2027 budget request; which reflects a 39% reduction in the appraiser line due to special first-year pricing by the new vendors, slight increases in training and supplies/bookbinding, due to prior expenditures and a small increase in licenses/dues for a MAAO dues increase; all other lines were level-funded. Overall, their request results in a 33% reduction in their expenses from last year.
2. Ratification of vote on valuation services. At their 12/1/2025 meeting, the Board discussed quotes for Valuation services, and voted to go with a combined quote from CIDARE & MAK Valuation Consultants, Inc. The key benefits being better property owner involvement, more accurate property collections and a better quality of services overall. Since Rau was not present for this vote, on a motion by Ostroski and seconded by Rau, the Assessors unanimously ratified their 12/1/2025 vote to use CIDARE and MAK Valuation Consultants, Inc. for valuation services beginning in Fiscal Year 2027. The contract will be signed following Annual Town Meeting and town elections, when all Fiscal Year 2027 funding and elected Assessors are in place.
3. AP5 upgrade and warrant article. The Board reviewed the quote for their upgrade to the AP5

software system. The upgrade is required as Catalis will be phasing out support for their current version of AssessPro (4.7.5) and is looking to migrate all their clients to AP5. Benefits to the upgrade include a safer cloud-based platform where the database will be hosted and backed up hourly off the server via AWS (Amazon Web Service). In a disaster recovery scenario, the hosted cloud server can be restored to any AWS region. Total Conversion costs of \$14,706.36 include the AP5 web-enabled CAMA application, the annual software license and one-time conversion & training fee. Since this exceeds \$5,000, it will be a capital item and warrant article request at Annual Town Meeting. Hayden presented the Board with the warrant article request and explanation. After review, on a motion by Rau and seconded by Ostroski, the Board voted unanimously to sign the warrant article request.

4. Request for property inspection; 426 Zoar Road. Owner Joel Rice spoke with Hayden and asked for an inspection of his property. The Board will inspect the property in the spring, the week of April 20th. Hayden will let Mr. Rice know.
5. The Board reviewed the deeds for November, 2025.

Adjournment

At 7:22 p.m. on a motion by Rau and seconded by Ostroski, the Board voted unanimously to adjourn their meeting and enter into Executive Session for purpose #7 (to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements); to deliberate on pending abatement and/or exemption applications, which pursuant to G.L. Chapter 59, Section 60 are not open to public inspection, and to not reconvene in open session afterwards. Roll Call vote: Rau-Yes, Ostroski-Yes, Santos-Yes.

The next meeting will be Monday, February 2, 2026.

Respectfully Submitted,

Carlene Hayden,
Assessor's Clerk

Documents Viewed in Meeting of 1/12/2026*

1. Agenda for meeting of 1/12/2026
2. Minutes from the meeting of 12/1/2025
3. (3) Chapter 61 land tax liens
4. Warrant to Collector and Notice of Commitment for FY 2026 property taxes & sewer liens
5. Assessor's Statement of accurate assessment for FY 2026 property tax commitment
6. Assessor's Notice regarding personal property forms of list
7. Assessor's FY 2027 Budget Request
8. Monthly list of real and personal property tax abatements for November & December, 2025
9. Monthly list of motor vehicle excise tax abatements for October-December, 2025
10. Overview of valuation vendor options
11. Catalis AP5 Subscription Services Quote, 1/5/2026
12. Proposed warrant article request for AP5 upgrade costs, for FY 2027 Annual Town Meeting
13. Explanation of Assessors proposed warrant article request for FY 2027 Annual Town Meeting
14. Property card for 426 Zoar Road
15. Deeds for November, 2025

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