

CHARLEMONT BOARD OF ASSESSORS
MARCH 10, 2025 MEETING MINUTES
CHARLEMONT ASSESSOR'S OFFICE

Members Present/ Participating:

Jacqueline Cashin: Chair, Karen Rau, Anthony Ostroski

Others Present:

Thorne Palmer, Town Clerk

Call to Order

Chair Cashin called the meeting to order at 6:34 p.m.

#1: Review & Sign Chapter 61 Applications

The Board reviewed and approved Fiscal Year 2025 Chapter 61, 61A & 61B applications and notices of action.

#2: 7:00 Appointment; Town Clerk Thorne Palmer

Town Clerk Palmer attended to notarize the Board's signatures on (5) Chapter 61 amended tax land liens for ownership change and a change in classified acreage:

- a. Ash Street Realty Trust
- b. Smith Investment Trust
- c. Scott Investment Trust
- d. Wallace
- e. Carole A. Summers Irrevocable Trust

The Board thanked Palmer for his time notarizing their signatures.

#3: Approval of Minutes

The Board reviewed the minutes from their 2/10/2025 meeting. On a motion by Cashin and seconded by Ostroski, the Board voted unanimously to approve the minutes, as written.

#4: Board Approval/Signatures

On a motion by Cashin and seconded by Ostroski, the Board voted unanimously to approve/sign the following:

1. Monthly list of abatements/exemptions of real, personal property and motor vehicle excise tax for February, 2025.
2. Request for extension to the State Tax Form 2 (personal property Form of List) filing deadline. Donna Marder requested an extension to the filing deadline citing health challenges. The Board granted an extension, to June 20th and signed a letter to Ms. Marder indicating so.
3. Assessor's 2024 Annual Report. The Board reviewed and approved the Annual Report Hayden had drafted. It will be sent to the Town Administrator, along with the list of property values.
4. The Board signed the warrant article request for Annual Town Meeting, which authorizes an annual increase in the property tax exemption amount for qualifying veterans, by the CPI determined by the Commissioner of Revenue. If passed, it will become effective FY 2026.

#5: Board Discussion and Vote

1. New computer needed for AP-5 software upgrade. Hayden was informed that along with a new version of Microsoft SQL Server, they will also need to purchase a new computer workstation, as their current one doesn't meet the requirements for AP-5. She found some reasonable prices on Amazon and presented them to the Board, the best price for everything they needed being \$880.00. After review, on a motion by Cashin and seconded by Ostroski, the Board voted unanimously to approve the Purchase of a new office PC.

2. Request for property class letter. The Board had a request from Patricia Butterfield who operates an Airbnb out of part of her home. National Grid is trying to reclassify her from residential to commercial, which is a large rate hike, and she is asking the Assessors to write a letter stating that the property is for residential use and not commercial. The current state use classification for the property is 013; mixed use residential/commercial. After reviewing the letter and documents, Cashin stated that the Board cannot change the designation on a property from commercial to residential, as it is not in their purview. The Board agreed that they must go by what the DOR classifies the property as, which is mixed use. While sympathetic to Ms. Butterfield's plight, they are unable to sign the letter. Hayden will follow up with Ms. Butterfield to let her know.
3. The Board reviewed the deeds for January and February, 2025.

Adjournment

At 7:44 p.m. on a motion by Cashin 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, to sign the minutes from their last executive session meeting, and to not reconvene in open session afterwards. Roll Call vote: Cashin-Yes, Ostroski-Yes, Rau-Yes.

The next meeting is Monday, April 14, 2025.

Respectfully Submitted,

Carlene Hayden,
Assessor's Clerk

Documents Viewed in Meeting of 3/10/2025*

1. Agenda for meeting of 3/10/2025
2. Minutes from 2/10/2025
3. Fiscal Year 2025 Chapter 61, A & B applications and notices of action
4. Chapter 61 Amended Classified Forest, Agricultural/Horticultural, Recreational Lant Tax Liens for:
 - a. Smith Investment Trust,
 - b. Ash Street Realty Trust,
 - c. Scott Investment Trust
 - d. Wallace
 - e. Carole A. Summers Irrevocable Trust
5. Monthly list of abatements/exemptions for January, 2025
6. Letter request from Donna Marder for extension to the Form of List filing deadline; 2/11/2025
7. Assessor's 2024 Annual Report.
8. Warrant Article request for Clause 22I veterans exemption
9. Spec sheet for office workstation requirements and printouts of desktop pc's from Amazon
10. Email from Patricia Butterfield requesting a letter from the Assessors stating that her property is residential and not commercial; 3/10/2025
11. Deeds for January & February, 2025

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