

**CHARLEMONT BOARD OF ASSESSORS**  
**APRIL 28, 2025 MEETING MINUTES**  
**CHARLEMONT ASSESSOR'S OFFICE**

**Members Present/ Participating:**

Jacqueline Cashin: Chair, Karen Rau, Anthony Ostroski

**Call to Order**

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

**#1: Board Approval/Signatures**

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

1. Chapter 61 amended tax land lien for ownership change: Andrew Kurowski. Town Clerk Palmer was not available to attend but being familiar with the Board's signatures, agreed to notarize the lien and return it to them.
2. Warrant to Collector and Notice of Commitment for 2024 Motor Vehicle Excise commitment #8
3. Warrant to Collector and Notice of Commitment for 2025 Motor Vehicle Excise commitment #2
4. Exemptions reimbursement forms on Gateway:
  - a. MDM-1
  - b. Veteran's exemptions
  - c. Motor vehicle excise exemptions reimbursement
5. Monthly list of property & excise tax abatements for March, 2025
6. Monthly list of statutory exemptions for April, 2025
7. Chapter 61 Certificate for Rotima S.A., Inc.
8. Fiscal Year 2025 Chapter 61A application for Glen & Caitlin Dean

**#2: Board Discussion and Vote**

1. Request for extension to Form 3ABC filing deadline. The Academy at Charlemont requested an extension to the filing deadline, as their financial records were not available yet, due to the timing of their audit. On a motion by Cashin and seconded by Ostroski, the Board voted unanimously to allow an extension until June 1<sup>st</sup>, 2025.
2. Old Deerfield Conference also asked for an extension but has since submitted their filing.
3. Open Assessor position. Cashin stated that after 14 years on the Board, she felt it was time to step down to spend more time with family and had decided not to run again. All expressed their sadness to see Cashin go; they enjoyed working with her and thanked her for her years on the Board. Hayden said she was notified that former Assessor Andrea Santos has agreed to be a write-in candidate for the position.
4. Community compact IT grant application. Hayden informed the Board that they didn't get the grant she applied for the AP-5 software upgrade; she was told that priority was given to those looking to implement a new system over those upgrading an existing one. We will just hold off until we are forced to upgrade and will request the funds at Town Meeting.
5. Chapter 61, A & B inspections. Hayden informed the Board that when their Advisor Paula King came to visit and review their Chapter 61 files, she told her the Board should be doing inspections of Chapter 61 properties, to ensure the land is being used in accordance with their application. It was discussed to have Hayden notify landowners either via email with their annual application or by sending a letter notifying them the Board will need to start checking properties and ask them to call to set up an appointment.
6. The Board reviewed the deeds for March, 2025.

### Adjournment

At 7:02 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, May 12, 2025, tentatively and Hayden will follow up with the Board.

Respectfully Submitted,

Carlene Hayden,  
Assessor's Clerk

### Documents Viewed in Meeting of 4/28/2025\*

1. Agenda for meeting of 4/28/2025
2. Chapter 61 amended tax land lien for ownership change: Andrew Kurowski Fiscal Year 2025
3. Warrant to Collector and Notice of Commitment for 2024 Motor Vehicle Excise commitment #8
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5. Exemptions reimbursement forms on Gateway:
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6. Monthly list of property & excise tax abatements for March, 2025
7. Monthly list of statutory exemptions for April, 2025
8. Chapter 61 Certificate for Rotima S.A., Inc.
9. Fiscal Year 2025 Chapter 61A application for Glen & Caitlin Dean
10. Email request for extension to Form 3ABC filing deadline; 3/31/2025
11. Deeds for January & February, 2025

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