

CHARLEMONT BOARD OF ASSESSORS
MAY 12, 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 6:32 p.m.

Approval of Minutes

The Board reviewed the minutes from their 3/10/2025 meeting. On a motion by Cashin and seconded by Rau, the minutes were unanimously to approve the minutes, as written. The Board also reviewed the minutes from 4/28/2025. On a motion by Cashin and seconded by Ostroski, the minutes were unanimously approved as written.

#1: Board Approval/Signatures

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

1. Release of Chapter 61 Land Tax Lien; Dean Rankin, for removal of land from Chapter 61. 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. Roll-back tax documents for Dean Rankin. Mr. Rankin is selling his property and the new owners are not continuing in Chapter 61. Rankin complied with the right of first refusal process spelled out in M.G.L. Chapter 61, Section 8 by providing Town departments, including the Assessor's office with a letter of intent to sell, purchase and sale agreement and proof of certified mailing to Town departments. Rankin has owned the property for over 10 years, so the roll-back tax applies. Rankin has paid all fees that were due. The Board reviewed the packet and signed the following:
 - a. Penalty tax certificate
 - b. Warrant to collector for roll-back tax
 - c. Notice of commitment for roll-back tax
 - d. Roll-back tax calculations.
3. Conveyance tax documents for Jonathan Mirin & Godelieve Richard. Mr. Mirin & Ms. Richard purchased land in 2023 which was classified under Chapter 61. They filed an affidavit stating their intent to continue in the same use, however did not submit applications for Fiscal Years 2025 or 2026. The forester informed the Assessor's office that she was unable to contact the owners to complete a forest plan, so they would not qualify for Chapter 61. M.G.L. Chapter 61, Section 6 states that if the purchaser files an affidavit that the land will be continued in forest production use, but if it is not continued in that use for at least 5 consecutive years, the purchaser shall be liable for the conveyance tax that would have been payable at the sale, as a sale for other use. Because the land had been in Chapter 61 less than 10 years, the greater of the roll-back and conveyance tax needs to be assessed, in this case the conveyance tax. The Board reviewed and signed the following:
 - a. Conveyance tax assessment letter
 - b. Penalty tax certificate
 - c. Warrant to collector for conveyance tax
 - d. Notice of commitment for conveyance tax
 - e. Roll-back and conveyance tax calculations
4. Monthly list of property & excise tax abatements for April, 2025
5. Monthly list of statutory exemptions for May, 2025

6. Corrected MVE Reimbursement form from Gateway; Hayden had submitted 2024 exemptions in the wrong module, so it has now been corrected and approved by DOR.

#2: Board Discussion and Vote

1. Data Quality Inspections. Hayden explained that their DOR advisor Paula King was out conducting data quality inspections today. This consists of taking a random sampling of property cards of various use codes and driving by to confirm the cards are accurate, as part of their certification. Paula let Hayden know that she will finish up next week.
2. The Board reviewed the deeds for April, 2025.

Adjournment

At 7:15 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, June 9, 2025.

Respectfully Submitted,

Carlene Hayden,
Assessor's Clerk

Documents Viewed in Meeting of 5/12/2025*

1. Agenda for meeting of May 12, 2025
2. Minutes for meetings of 3/10/2025 & 4/28/2025
3. Chapter 61 release of land tax lien for Dean Rankin, 5/12/2025
4. Conveyance tax letter for Mirin/Richard, 5/12/2025
5. Letter, purchase and sale agreement and proof of certified mailing from Dean Rankin
6. Penalty tax certificates for Rankin and Mirin/Richard, 5/12/2025
7. Warrant to collector for roll-back tax, 5/12/2025
8. Warrant to collector for conveyance tax, 5/12/2025
9. Notice of commitment for roll-back tax, 5/12/2025
10. Notice of commitment for conveyance tax, 5/12/2025
11. Roll-back tax calculations for Rankin
12. Roll-back tax and conveyance tax calculations for Mirin/Richard
13. Monthly list of property & excise tax abatements for April, 2025
14. Monthly list of statutory exemptions for May, 2025
15. MVE form on Gateway; motor vehicle excise exemptions reimbursement, 4/4/2025
16. Deeds for April, 2025

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