

CHARLEMONT BOARD OF ASSESSORS
JUNE 1, 2026 MEETING MINUTES
CHARLEMONT ASSESSOR'S OFFICE

Members Present/ Participating:

Karen Rau: Chair, Anthony Ostroski, Andrea Santos

Call to Order

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

Board Reorganization.

Per their usual procedure following Annual Town Meeting, on a motion by Rau and seconded by Ostroski, Santos was nominated as the next Chair of the Board of Assessors. Santos accepted and all in favor.

Approval/ of Minutes

The Board reviewed the minutes from their 4/6/2026 & 5/4/2026 meetings. On a motion by Rau and seconded by Ostroski, the Board voted unanimously to approve the minutes as written.

#1: Board Approval/Signatures

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

1. Warrant to Collector and Notice of Commitment for 2026 motor vehicle excise commitment #3
2. Monthly list of real and personal property tax abatements for May, 2026
3. Monthly list of motor vehicle excise tax abatements for May, 2026

#2: Board Discussion

AP5 CAMA software upgrade and start date. Hayden informed the Board that their warrant article to fund the AP5 upgrade passed and that she had spoken with George Hoerman of Catalis regarding the details. The program is cloud-based and we will be able to keep our current classic AssessPro software, it just won't be supported after the conversion. The target start date is August 1st, 2026 and our cost will be prorated on the months we actually use it and will include 4 licenses, which will cover the office and up to 3 vendors, who will be able to access the system remotely. Her training will start August 15th and will be in 60–90-minute sessions; the Assessors are welcome to attend. The estimated conversion time is between 25-90 days, with a target go-live date of October 1st so we have time to set the tax rate. George will be getting an order form to her, which we need to sign and return to him. She noted that Buckland and Monroe will also be converting around the same timeframe. Hayden will ensure Catalis implements the new building permit report the Building Inspector's office is using now and see if they can import our zoning districts from our AxisGIS mapping system into AP5. There will also be the capability of connecting to the Tax Collector's QDS tax billing software system.

The Board reviewed the deeds for April, 2026.

Adjournment

At 7:07 p.m. on a motion by Santos 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: Santos-Yes, Ostroski-Yes,

Rau-Yes. The next meeting of the Board will be Monday, July 6, 2026.

Respectfully Submitted,

Carlene Hayden,
Assessor's Clerk

Documents Viewed in Meeting of 6/1/2026*

1. Agenda for meeting of 6/1/2026
2. Minutes from 6/6/2026 & 5/4/2026 meetings
3. Warrant to Collector and Notice of Commitment for 2026 motor vehicle excise commitment #3
4. Monthly list of real and personal property tax abatements for May, 2026
5. Monthly list of motor vehicle excise tax abatements for May 2026
6. Notes from Assessor's Clerk's conversation with George Hoerman of Catalis regarding AP5 software upgrade, 5/28/2026
7. Deeds for April, 2026

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