

**CHARLEMONT BOARD OF ASSESSORS**  
**JULY 17, 2023 MEETING MINUTES**  
**CHARLEMONT ASSESSOR'S OFFICE**

**Members Present/ Participating:**

Anthony Ostroski; Chair, Jacqueline Cashin, Karen Rau

**Call to Order**

Ostroski called the meeting to order at 6:32 p.m.

**#1: Approval of Minutes**

The Board reviewed the minutes from their 6/52023 meeting. On a motion by Ostroski and seconded by Cashin, the Board voted unanimously to approve the minutes as written.

**#2: Board Action/Signatures**

1. Approval of invoices:

- a. FY 2023 Staples Invoice
- b. FY 2024 AssessPro Software Invoice
- c. FY 2024 MAAO Dues Invoice (Tony and Carlene)
- d. CAI Technologies Quarterly Tax Map Maintenance Invoice
- e. CAI Technologies WebGIS Support Invoice

After review, on a motion by Ostroski and seconded by Cashin, the Board voted unanimously to approve the invoices.

2. Preliminary 2024 real and personal property tax warrants to collector

3. Gateway Reports:

- a. FY 2024 Revised & Omitted Assessment Report
- b. FY 2024 Amended Tax Base Levy Growth Report (LA-13A)
- c. FY 2023 8 of 58 Abatement Application

4. Monthly List of Abatements for May and June, 2023

5. Records approved for destruction by the Board with no number in the Records Retention Schedule.

After review, on a motion by Ostroski and seconded by Cashin, the Board voted unanimously to sign the warrants, Gateway reports, the list of abatements and the list of records approved for destruction.

**#3: Board Discussion**

1. Recent SJC ruling in Tax Foreclosure Case. Cashin reported that a May 25<sup>th</sup> ruling on a case heard by the Supreme Judicial Court effects how communities handle the sale of foreclosed properties for non-payment of taxes, noting that when the Town takes a property for taxes owed and subsequently sells it, it cannot keep the proceeds beyond what is owed by the taxpayer. The decision was based in part on a provision known as the "Takings Clause" found in the Fifth Amendment, which bars the uncompensated taking of private property by a government for public use.
2. Quote for Software Upgrade. Hayden presented the Board with quotes from their vendor Patriot Properties, Inc. for an upgrade to their current AssessPro CAMA software system to AP5. The quotes were for hosted and unhosted options. Hayden noted that hosted options include nightly backups of their data and that currently their data is not being backed up. After discussion, the Board decided not to pursue an upgrade at this time and their FY 2024

budget has already been set anyway. Hayden informed the Board that she's working with the Town Administrator on a solution to back up their assessing data.

3. New MAAO dues invoicing process. Hayden explained that the MAAO will now be mailing dues invoices individually to members instead of one invoice for all to the clerks. She added that the invoices can be paid together on one bill schedule but that she'd need members who received an invoice to forward it to her for payment. It was agreed to continue membership for just the Chair and Assessor's Clerk.
4. Hayden informed the Board that Jim King is currently conducting permit and cyclical property inspections; a notice has been posted on the Town Hall and Town Website.

#### #4: Review Mail and Correspondence

1. The Board reviewed the deeds for May and June, 2023.
2. The Board reviewed the building permits report for April & May, 2023.

#### Adjournment

At 7:12 p.m. on a motion by Ostroski and seconded by Cashin, the Board voted unanimously to adjourn their meeting and enter into Executive Session pursuant to General Laws Chapter 59, Section 60, in order to deliberate on pending abatement and/or exemption applications and to not reconvene in open session afterwards. Roll Call vote: Ostroski-Yes, Cashin-Yes, Rau-Yes.

The next meeting will be Monday August 7, 2023.

Respectfully Submitted,

Carlene Hayden,  
Assessor's Clerk

#### **Documents Viewed in Meeting of 7/17/2023\***

1. Agenda for meeting of 7/17/2023
2. Minutes for meeting of 6/5/2023
  - a. FY 2023 Staples Invoice; 7/1/2023
  - b. FY 2024 AssessPro Software Invoice; 7/1/2023
  - c. FY 2024 MAAO Dues Invoices (Tony and Carlene); 7/2/2023
  - d. CAI Technologies Quarterly Tax Map Maintenance Invoice; 7/1/2023
  - e. CAI Technologies WebGIS Support Invoice; 7/1/2023
3. Preliminary 2024 real and personal property tax warrants to collector; 7/3/2023
4. Gateway Reports:
  - a. FY 2024 Revised & Omitted Assessment Report
  - b. FY 2024 Amended Tax Base Levy Growth Report (LA-13A)
  - c. FY 2023 8 of 58 Abatement Application
5. Monthly List of Abatements for May and June, 2023
6. List of records with no series number in Records Retention Manual
7. Quotes for software upgrade; 7/12/2023
8. Deeds for May and June, 2023
9. Building permits report for April & May, 2023

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