

**MINUTES OF THE BOARD OF ASSESSORS PUBLIC MEETING
TOWN OF CHARLEMONT**

April 12, 2010

The meeting was convened at 6:30 p.m. with the following members present: Sarah Reynolds Dave Cunningham and Simon Dean. Also present was Roy Bishop, Assessor's Consultant.

1. The Board met with their Consultant, Roy Bishop to discuss triennial revaluation and various procedures the Board had questions on. Bishop briefly explained the properties he had visited and gave a brief overview of sales, cost valuations and inspections of properties. Cunningham asked what the Cyclical Inspection was. Bishop explained that it is a check on building permits and sales and random property checks. The Board asked if there was documentation of the cyclical inspections or a report on the properties Bishop inspected. Bishop stated that he did not have any documentation, but that the previous secretary may have documented or entered his inspection dates in the computer. Next, Bishop told the Board he would be sending out Income and Expense forms to property owners that have rental properties. The Board discussed a time for them to accompany Bishop on his inspections and decided on Saturday, April 24th at 9:00 a.m.
2. The Board reviewed the minutes of their 3-22-10 meeting. Dean made a motion to accept the minutes as written. The motion was seconded by Reynolds and passed unanimously.
3. The Board signed the monthly list of abatements and exemptions to the Treasurer.
4. The Board signed 2008 motor vehicle Re-commitment #13, 2009 motor vehicle Re-commitment #8, and 2010 motor vehicle Re-commitments #2 and #2R.
5. The Board discussed having Cartographic include an extra set of maps with their annual map updates. Millett explained that for \$25.00 extra, Cartographic would provide the extra set, which would give the Board a "Clean" bound set and a set for use by the public. The Board also reviewed a quote from James Sewall Company for mapping. Even with the additional fees for updating all maps every year and for the extra set of large maps, Cartographic's price still comes in lower than Sewall's quote. Reynolds made a motion to have Cartographic Associates include the extra set of maps and pay the additional \$25.00. The motion was seconded by Dean and passed unanimously.
6. Next, the Board discussed their fee schedule. Millett explained that currently, the fee for deeds is .75 and suggested changing it to \$1.00, since tax map and record card copies are \$1.00. Millett also pointed out that there is currently no charge for abutter's lists, which can be quite time-consuming to create. After checking with other towns, Millett showed the Board documentation that on average, most towns charged \$10.00 for an abutter's list, with some charging as much as \$25.00 or more. On a motion of Reynolds and seconded by Cunningham, the Board voted to charge \$1.00 for copies of deeds, and \$10.00 for abutter's lists.
7. The Board reviewed and approved an invoice from Alice Wozniak, who is providing training for the Assessor's Secretary.
8. The Board reviewed and tabled an invoice from the Registry of Deeds. Since the invoice was only for \$2.00, the Registry notified the Board they can wait to pay until they accrue more charges.
9. The Board reviewed and signed a Request for Payment for reimbursement for office supplies. Since the Board's office supply line item has nearly depleted, the Board will forward the request to the Town Accountant and ask her what to do about the re-imbusement.
10. Next, the Board reviewed letters written to property owners from the Building Inspector, regarding work taking place with no building permits taken out. The letter stated that if the property owner has not taken out a permit, the work must stop.
11. The Board reviewed update on the Charlemont/Hawley Town Line Issue.

12. The Secretary gave the Board an agenda for their Certification Prep. Workshop on the 29th.
13. The Board reviewed their publications building permits and correspondence.
14. Jean Brisson, Select Board Chair came in to discuss what to expect on the Annual Town Meeting floor this year. Brisson explained that with the turnover of the previous Board members and Secretary, and the recent temporary increase in the current Secretary's hours, the Board should expect to be asked to explain the need for the increase in hours. Brisson also explained that after July 1, the Secretary's position goes back to no more than 27 hours per week. Brisson wanted to thank the Board and their Secretary and let them know that she is in support of them and all they are doing.

Business being concluded, the meeting adjourned at 9:39 p.m. The next meeting of the Board will be Monday, April 26, 2010 at 7:30 p.m.

At 9:39 p.m., a motion was made by Reynolds and seconded by Dean to enter into Executive Session, with the intent of not returning to open meeting, in order to deliberate on pending abatement and exemption applications, pursuant to MGL ch. 59:60.

Roll Call:

Voting yes: Reynolds, Cunningham, Dean.

Voting no: None

Motion passes unanimously.

Respectfully Submitted,

Carlene Millett,
Assessor's Secretary