

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

April 26, 2010

The meeting was convened at 7:37 p.m. with the following members present: Sarah Reynolds Dave Cunningham and Simon Dean.

1. The Board reviewed the minutes of their 4-12-10 meeting. Reynolds made a motion to accept the minutes as amended. The motion was seconded by Dean and passed unanimously.
2. The Board signed the April monthly list of abatements and exemptions to the Treasurer.
3. The Board discussed the Triennial Revaluation and their Consultant. The Board had some concerns that Bishop was unfamiliar with some properties in town, as they were informed that he had visited every property in town. Dean stated that he would like Bishop to make a list of every property he checks, and would like him to enter the dates into the computer; so that the Board has this information available to them should the DOR question them. The Board discussed some other concerns they had with Bishop's performance, and decided that, with the assistance of their Field Rep. at DLS, they will draft a letter to Bishop noting their concerns.
4. Next, the Board discussed their fee schedule. Millett asked the Board if they wanted to charge less for Abutter's lists that have already been created and saved or need little changes. After some discussion with regard to most towns charging more, on a motion of Reynolds and seconded by Cunningham, the Board voted to charge \$10.00 for all abutter's lists. The Board also discussed the existing fee of \$1.50 for "Business" property record cards. Since there is little difference between a business and a residence record card, on a motion of Reynolds and seconded by Cunningham, the Board voted to make the fee for a business record card the same as a residence: \$1.00 per page.
5. The Board discussed the Income and Expense forms which have been sent out by their Consultant. The Secretary stated that there is no list of whom these have been sent to for the Board to know how many to expect back. The Board decided that these can be done by the Secretary around the same time Forms of List are going out; therefore they can be tracked easier. Reynolds made a motion to have the Board of Assessor's be responsible for the mailing of Income and Expense forms. The motion was seconded by Dean and passed unanimously.
6. Next, the Board discussed a question of a taxpayer with regard to when his Agricultural Preservation Restriction rate should take effect. Reynolds explained that because property is assessed as of January 1st, since the APR didn't take effect until June, the rate will not show up on the taxpayer's bill until 2011.
7. The Board reviewed and approved an invoice from their Consultant.
8. The Board discussed an email from Kirsten Shirer notifying the Board that DLS requires them to have a full version of Microsoft Access. Shirer stated that the Board did have a full version of Access at one time, that this is needed in order for DLS to be able to update and maintain their personal property records properly, and that it is likely to be a problem in a revaluation year, if the Board does not have it. As there was no copy of Access to be found in the office, the Board decided they would need to purchase it, and take the money out of their Assessor's Equipment Maintenance account. On a motion by Reynolds and seconded by Cunningham, the Board voted to purchase Microsoft Access as soon as possible. Cunningham stated that he would look into purchasing Access.
9. The Board decided to meet at 8:30 on Thursday to drive to their Certification Prep. Workshop.

10. The Board reviewed their building permits report and plans for a new house on Ledge Lane.

11. The Board reviewed their expense report from the Town Accountant.

Business being concluded, the meeting adjourned at 9:26 p.m. The next meeting of the Board will be Monday, May 10, 2010 at 7:30 p.m.

At 9:26 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