

## **Charlemont Board of Assessors Meeting Minutes**

Date: April 9, 2008  
Present: Carol A. Rice and Andrea Santos

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The meeting was convened at: 6:40 p.m.

The Board reviewed and approved the minutes of the Assessors' meeting on March 26, 2008. The minutes of March 12, 2008 meeting have been emailed to the website.

The Board was made aware that Michael Kane would not be attending the meeting as he was on vacation and that the All Board meeting on April 7, 2008 had been canceled and had yet to be rescheduled.

The Board voted on and signed the 2006 Recap Excise Commitment page. The Board voted on and signed FY 2007 Excise Warrant and Commitment #8 in the amount of \$277.71 and the FY 2008 Excise Warrant and Commitment #2 in the amount of \$8698.74. Seven garaging corrections to be submitted to the Registry of Motor Vehicles was reviewed and signed by the Board.

The Board reviewed the information packet on quarterly billing that was e-mailed to the office from the Department of Revenue. The Board also reviewed a response from the Point Software representative about personal property bills remaining on a semi-annual billing schedule instead of a quarterly billing schedule. The representative indicated that it was possible to send only two personal property bills instead of four, but that they would have to be on the same quarterly schedule. The Board voted to mail two personal property bills instead of four. The FY2009 personal property bills will be mailed with all actual bills (by Jan 1<sup>st</sup> and April 1<sup>st</sup>, 2010). Mrs. Rice requested that a notice of this change will be mailed to personal property holders by November 1<sup>st</sup>, 2008. For the new quarterly tax billing system, the Assessors voted on a percentage rate of 50% of the previous year's assessed value for the preliminary tax bills of fiscal year 2009. The Assessors requested information from the tax collector about the schedule of remittance and finances charges added for taxes due.

Ms. Stegner informed the Board of an office visit from a property owner inquiring about a change in status from a two-family dwelling to a single-family dwelling. The Board requested more information regarding this property to be reviewed at the next meeting. A property owner called the office asking why their property was labeled undevelopable. The Assessors' discussed all property along this road and requested a letter be drafted to the Planning Board clarifying the potential for property owners to build on parcels located on this road. Mrs. Rice requested that a letter be drafted to a property owner about conducting a walk-through of their property for assessment purposes.

The Assessors reviewed a letter brought in from a resident about personal exemption qualifications. The Board voted that there would be no change in status to the existing exemption as the letter did not meet the qualifications needed to for there to be a change in status. A letter to the tax collector was signed by the Chairman requesting that on all future municipal lien certificates, the tax collector include personal property bills. The Board voted and signed an administrative personal property abatement due to death.

The Board requested that appointments be made with the owners of the trailer courts to list and measure any new trailers where the owners have not returned their Form of List to the office by the due date.

The Assessors were made aware that Mrs. Purinton came into the office for additional training of Ms. Stegner. The office received the order for printed envelopes; the bill was reviewed and signed by the Chairman. The Department of Revenue and our internet provider has been contacted about not being able to send and receive FY 2008 data over our internet connection. The DOR gave instructions about adjusting the firewall and our internet provider is looking into it. The Board was made aware that the typewriter in the office is due for a "check-up" and the printer is due to be cleaned; Ms. Santos agreed to take them in once an appointment was made. Ms. Rice reviewed the petty cash withdrawals and signed a request for reimbursement. The list of people who requested information from the Assessors' office but did not pay the fee was reviewed by the Board. The Assessors voted to refuse office services to those with outstanding balances until their accounts were brought current.

Ms. Rice signed a letter to the Selectmen requesting permission to go ahead with the purchase of the new computer system for the office. The Board signed a letter to the Finance Committee requesting a \$205.00 increase in the estimated total for the purchase of the new computer system (\$955.00).

The Board looked over the completed secretarial job description/"contract" and voted to table discussion until Mr. Kane had returned.

All publications, training notices and correspondences that did not require action were reviewed by the Board.

The meeting was adjourned at: 8:10 p.m.

The next meeting will be held April 23, 2008

Respectfully submitted,

Bree Stegner

Secretary