

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

December 21, 2009

The meeting was convened at 7:32 p.m. with the following members present: Sarah Reynolds, Dave Cunningham and Simon Dean. Also present were Joyce Muka, Town Accountant and Lynn Hathaway, Treasurer, Tax Collector.

1. The Board approved the minutes from their 12/7/09 meeting.
2. At 7:40 p.m., The Board met with Town Accountant, Joyce Muka to discuss past budget expenses and other various questions. The meeting ended at 8:10 p.m.
3. At 8:10 p.m., The Board met with Town Treasurer/Collector, Lynn Hathaway to discuss abatement questions and various other questions. The meeting ended at 8:40 p.m.
4. The Board voted unanimously to approve 1 Motor Vehicle Abatement Application.
5. After obtaining permission from the Select Board, the Board will consult with Town Counsel regarding missing minutes of meetings and the protocol for signing/approval of previous meetings where two of the members are no longer on the Board.
6. The Board reviewed a letter dated 5/18.09, that was never sent to a resident in regard to Farm Status Applications. Cunningham and Dean voted to redraft the letter and send out As soon as possible. Reynolds recused herself.
7. The Board reviewed and signed DOR A3 and Recap tax rate forms.
8. The Board voted unanimously to table Farm Status and Machinery Excise issues until a later meeting.
9. The Board voted unanimously to approve receiving a monthly worksheet, with all recorded documents listed, from the Registry of Deeds. The Board will look up and print all documents in house, as the Registry of Deeds will now charge extra for copies of each deed.
10. The Board discussed a request from Secretary to have the ability to sign off on minor expenditure items. After some discussion, in light of the recent change of Assessors, it was unanimously voted that the Board approve all expenditures, with the exception of Registry of Deeds invoices. Registry of Deed invoices are still to be submitted to the Board for review.
11. The Board discussed the need for repair or replacement of the office typewriter. As the current typewriter will be too costly to fix, the Board voted unanimously to spend up to \$175.00 on a new typewriter, which will have the ability to print through 4-part forms.
12. The Board discussed and approved a site visit with a resident on Zoar Road, to consider their request of re-assessment of the property. Site visit will take place Saturday, January 9, 2010 at 10:00 a.m.
13. The Board discussed a letter from a resident on Tower Road, requesting a re-assessment of the property. The Board will have the Secretary contact the resident to schedule the site visit for the same day as the other site visit; Saturday, January 9, 2010, at either 8:00 a.m. or 12:00 p.m.
14. The Board discussed a question from the Secretary of a Board camera. The camera is in the supply closet, and will be used for site visits, as needed.
15. The Board discussed and approved proposed Secretary Hours, as written. Request will be sent to the Board of Selectmen for approval.
16. The Board reviewed their correspondence and will request Secretary to find the value of a Chapter 61 property, now that the tax rate has been set.
17. The Board voted unanimously to have the Secretary send each member links for emailed publications to their individual emails. Each member will be responsible for viewing these.

18. The Board voted unanimously to approve their FY 2011 budget. Dean will stop in to the Office to discuss this with the Secretary, and then submit it to the Finance Committee ASAP, with Board of Selectmen and Assessors copied on correspondence.
19. At 10:39 p.m., on a motion of Cunningham, the Board voted unanimously to enter into Executive Session with the intent of not returning to open meeting, to sign the minutes of their 12/7/09 Executive Session meeting and in order “to comply with the provisions of any general or special law or federal grant-in-aid requirements”, specifically, MGL ch. 59:60-Records of Abatements. The vote went as follows: Reynolds-yes, Cunningham-yes, and Dean-yes.
20. Business being concluded, the meeting adjourned at 11:56 p.m. The next meeting of the Board will be Monday, January 11, 2010 at 7:30 p.m.

Respectfully Submitted,

Carlene Millett,

Secretary