

Charlemont Board of Assessors Meeting Minutes

Date: February 11, 2009

Present: Carol A. Rice, Michael E. Kane and Andrea Santos

The meeting was convened at: 5:45 p.m.

Ms. Stegner met with Ms. Brisson to discuss the security of the Town Hall. Ms. Brisson requested the front office key be returned for security purposes; Ms. Stegner returned the key. Mrs. Rice, Ms. Santos and Mr. Kane arrived individually and showed Ms. Brisson the historic town documents located in the Assessors' office that need to be put in fire proof cabinets. Ms. Brisson left at 6:40.

Following the appointment with Ms. Brisson, a taxpayer came in to discuss the taxation of a second home. The Assessors discussed the valuation process and the resident left at 7:15.

A representative of the company Cartographic Associates arrived to present the Board with tax map information. Mr. Franco demonstrated his product line and gave the Assessors a ballpark quote of 500 to 700 dollars for tax mapping services rendered. Mr. Franco promised an actual quote to be forthcoming. Mr. Franco left at 7:50.

The minutes for December 10, 2008, January 14, 2009 and February 4, 2009 were reviewed by the Assessors. The minutes of January 14, 2009 and February 4, 2009 were approved. The minutes for December 10, 2008 were tabled so that changes could be made and the minutes retyped.

The Assessors took action on a motor vehicle excise administrative abatement in the amount of \$157.81 for a resident who no longer resides in town. Changes of garaging forms were signed to be submitted to the Registry of Motor Vehicles. Two notes that were received from the tax collector from residents were read aloud; they were requests for Motor Vehicle abatements. Two letters are to be drafted to the taxpayers requesting documentation of returned plates. A letter to residents regarding farm plate excise was drafted and signed by the Chairman.

A letter to a concerned citizen regarding the taxes on his father's estate was drafted stating that he could not file an abatement for property that was not conveyed to him in some manner. The Comp Report was reviewed by the Assessors. A Chapter 61 Lien was voted and signed by the Assessors.

A letter to the tax collector was drafted regarding uncollectible personal property bills. The letter requested that Mrs. Hathaway advertise the names and unpaid amounts of personal property bills over three years old before requesting an administrative abatement. Two personal exemption applications were voted and approved in the amount of \$175 each. A tabled personal exemption application in the amount of \$1000 was voted and approved by the Board after extensive review of the applicant's income. A form letter was signed by the Chairman to be sent to Real Estate abatement applicants who require a "walk through" of their residence.

The Form of List mailing was completed on February 8th, 2009. Options for fireproof file cabinets were reviewed by the Board. The website has been updated with links to download frequently used forms. An Assessor 101 class will take place in Worcester County.

Department of Local Services sent the list of finalized values for all towns in the Commonwealth. All publications and advertisements were reviewed and filed.

The next meeting will be held February 25, 2009

Respectfully submitted,

Bree Stegner, Secretary