

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

Date: February 25<sup>th</sup>, 2009

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

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The meeting was convened at: 6:35 p.m.

The amended minutes for February 4<sup>th</sup>, 2009 were finalized and approved. Minutes for December 10, 2008 and January 14<sup>th</sup>, 2009 were emailed to the website.

The first Motor Vehicle Excise warrant and commitment for 2009 in the amount of (\$72,730) was voted and signed. One hundred and twenty-five change of garaging forms were signed and submitted to the Registry of Motor Vehicles. The Board of Assessors requested that letters be drafted to the Board of Assessors and the Board of Selectmen of Shelburne to explain the on-going issues with change of garaging forms not being submitted from their town. A letter from a camper owner regarding the sale of his vehicle was read aloud; based on the attached documentation, the Assessors voted to delete his camper from the Personal Property database. Abatement certificate 1231 was signed by the Board.

All building permits were reviewed by the Board. A request from ATT for an extension to submit their Form of List was read aloud. The Board voted to grant a 30-day extension.

A veteran's exemption application was reviewed and tabled until a returned Statement of Employment is submitted from the applicant.

The website has been updated with commonly used forms, office hours and telephone availability. The Board voted to also update the CAMA information (property record cards) to include names of property owners. Finalization of the Assessors portion of the Annual report was approved and submitted to the Board of Selectmen. The Board of Assessors gave Ms. Stegner permission to bring in a consultant upon her own determination of "as needed." A quote from Baker Office supply for a fireproof file cabinet was reviewed and filed. A quote from the Cartographic Tax Mapping Company was reviewed and rejected due to increased expense. A memo from the Board of Selectmen regarding approval of a job description of the Assessors' Secretary was received. The Board of Assessors approved the job description as a very basic representation of the job; they noted that the job description submitted in no way represented the full scope and duties of the position. A memo from the Board of Selectmen regarding free seminars offered by town counsel was read aloud. The Assessors voted to table possible requests until the matter could be considered further. A letter to the Attorney General of Massachusetts was composed regarding the autonomy of Assessors' office.

All publications and advertisements were reviewed and filed.

The meeting was adjourned at: 8:30 p.m.

The next meeting will be held February 11, 2009

Respectfully submitted,

Bree Stegner

Secretary