

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

Date: June 17<sup>th</sup>, 2009

Present: Andrea Santos, Carol Rice and Sarah Reynolds

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The meeting was convened at: 6:20 p.m. In attendance was Jean Brisson, a member of the Select Board, she left the meeting at 7:30.

The Minutes from May 6<sup>th</sup> and May 27<sup>th</sup>, 2009 were reviewed and signed by the Board. Ms. Reynolds was sworn in by the Town Clerk and was able to sign documents.

A motor vehicle abatement application was denied for non-payment. An abatement in the amount of \$35.00 was approved by the Board of Assessors. Abatement certificates 1249-1250 were reviewed and signed. Monthly lists for May 2009 in the amount of \$192.50 and June 2009 in the amount of \$109.37, were voted and signed by the Board.

Three real estate abatement applications were denied and letters explaining the denials were signed by the Chairman. One real estate abatement application was approved for a permanent value reduction. One real estate abatement application was approved in the amount of \$344.24. Real estate abatement certificate 638 was reviewed and signed by the Board. The following monthly lists were reviewed and voted by the Assessors: May 2006 (\$737.65), May 2007 (\$100.77), June 2007 (\$42.59), June 2008 (\$290.87), and June 2009 (\$5959.65).

A letter to a campground owner was signed by the Chairman requesting information on tenants. An exemption was denied for over income limits. An exempt status application was denied for late filing. Two farm status applications were voted and approved by the Board and a letters of approval were sent to the property owners.

The Board of Assessors approved Ms. Stegner's open office hours and open office hours sign. The Board voted to not post the Agenda before the Assessors' meeting. The Board voted to let Ms. Stegner speak during meetings. The Board voted to make "public friendly" agendas. A notice was received from the Hawley Assessors' office with documentation from 2003 about town line talks. A letter from the Environmental Police about form of reports was read aloud. The Board decided to request a printed report. The Board was informed that the tax collector would soon be mailing preliminary bills for fiscal 2010. An invoice from the Assessors' Recap Consultant was approved. An invoice for remote desktop services and phone service was approved by the Board. The Board voted to purchase an internet back-up service in the event of a computer crash. The service will be implemented fiscal year 2010. One payment of the semi-annual salaries for the Board members was signed. The Board of Assessors approved the purchase of postage in the amount of

\$281.00. A letter was drafted and sent to the Attorney General about the difference between the budget submitted to the Finance Committee and the Budget that was printed for the Town meeting. The Board of Assessors was requesting clarification of the law surrounding the issue. The Board requested that the Assessors' consultant come in to update data for preliminary bills. The Board of Assessors approved Ms. Stegner and Ms. Reynolds to take Assessor Course 101 at the University of Massachusetts the first week in August. The Board was informed of an all-board meeting in September. Ms. Brisson, in her capacity as Selectmen, requested that the Ms. Stegner decide what category of employee she would like to be considered and submit that request to the Board of Selectmen this evening. In addition, she requested that the Board of Assessors write a note to the Board of Selectmen stating their needs for the position of Secretary in their office. This document was also to be drafted the same night and submitted immediately. Ms. Brisson informed Ms. Stegner that she would be losing all of her vacation, sick, personal and holiday leave but that she would be retaining her insurance.

All publications and advertisements were reviewed and filed.

The meeting was adjourned at: 9:15 p.m.

The next meeting will be held Wednesday, July 22<sup>nd</sup>, 2009.

Respectfully submitted,

Bree Stegner

Secretary