

Charlemont Board of Assessors Meeting Minutes

Date: June 3, 2009

Present: Andrea Santos, Carol A. Rice (Sarah Reynolds in capacity of Public—not sworn in)

The meeting was convened at: 6:20 p.m.

The Board reviewed the results of the Town meeting. They welcomed a new Assessor, Sarah Reynolds, to the Board and she was presented with all Assessors' manuals and publications. Ms. Reynolds did not attend the meeting in any official capacity as she had yet to be sworn in by the Town Clerk. The voters of the town approved a new file cabinet for the office. The Assessors discussed the finance committee not including the requested amounts from the Board of Assessors in the budget. The Assessors voted to send all documentation to the Attorney General and ask for clarification.

Two Motor Vehicle Excise abatement applications were approved in the amounts of \$50.00 & \$24.37 and motor vehicle abatement certificates 1248-1249 were signed. The Board members denied a Motor Vehicle Abatement application due to non payment. The Board received a response from the Shelburne Board of Assessors about their question of sending change of garaging forms to the Registry of Motor Vehicles. The response was read aloud and a letter thanking the Board of their response was drafted.

The Board of Assessors finished approval/denial process for the abatement applications in FY2010. The COMPreport was read by the Board members.

Three farms status applications were approved and letters of approval were sent to the owners of record. The abatement applications for all Campers/Trailers no longer located on the campgrounds were approved. Personal Property abatement certificates 619-637 were signed by the Board.

The list of all small business in town was received and filed by the Board. The Board members were given access information for the remote desktop function. Letters from the DOR regarding incorporation of a local business was reviewed, noted and filed. A phone bill in the amount of \$28.93 was signed by the Chairman. The Board members were made aware of a new official's forum. The Board unanimously voted against purchasing a signature stamp for correspondence. The Board members approved the purchase of stamps. The personnel policy given to Ms. Stegner by the Board of Selectmen was handed out to all Board members. The Board of Assessors voted to make Ms. Andrea Santos the Chairman for fiscal year 2010.

The meeting was adjourned at: 8:45 p.m.

The next meeting will be held June 9th, 2009

Respectfully submitted,

Bree Stegner

Secretary