

Charlemont Board of Assessors Meeting Minutes

Date: November 28, 2007

Present: Carol A. Rice and Andrea Santos

The meeting was convened at 6:30 p.m. Mr. Kane was unable to attend the meeting and notified Mrs. Purinton on Monday.

The Board reviewed and approved the minutes of the November 14, 2007 meeting. The minutes of the October 24, 2007 meeting have been e-mailed to the website.

The Fiscal Year 2008 recap sheet was submitted to the Bureau of Accounts on November 14 via e-mail and fax following the Assessors meeting. There were a few issues which were resolved; the recap sheet was approved on November 20 with a FY 2008 tax rate of \$14.67. Mrs. Hathaway has proposed an issue date of December 10, 2007. Copies of the finalized recap sheet pages that had changes have been made for the Assessors. Mrs. Rice signed the letter requesting the FY 2008 in lieu of taxes from the Franklin Regional Housing Authority; it will be mailed on December 10, 2007. Mrs. Rice asked about the FRHA agreement and when it had last been reviewed. Research will be done for the next meeting.

Nine special warrants for pre-payment of FY 2008 real estate taxes were signed in the total amount of \$13,137.48 and one special warrant for pre-payment of FY 2008 personal property taxes in the amount of \$163.08 was signed.

A notice was received from Kathy Reynolds inviting the Assessors to attend the Blue Ribbon Panel for employee salary ranges meeting to be held on Monday, December 3, at 4:30 p.m. in the Town Hall. The issues raised in the Assessors' letter can be discussed at that time. Mrs. Rice and Ms. Santos both plan to attend. Mr. Kane will be notified of the meeting.

In a telephone call to the office, Mr. Kane suggested that Josh Bellows be asked to review our system to see if we really need to get a new one or just have an adjustment made to our computer to make it run faster. He said we need to be sure that we have ample space on our drives; that would be the biggest issue. Our virus protection seems to have a problem; Mr. Bellows was to be called for that. If we need a new system, he said that he would set it up for us and transfer the data. The Board said to contact Mr. Bellows to have him review our system and take care of the current issues.

A telephone call had been received from a person with an incomplete personal exemption application following the receipt of a letter from the Board. He is not sure that he will file since he does not think he will qualify. If he does not send in the additional information, the Board will have to deny his application since it was filed. A form from the Division of Local Services that listed the exemption clauses voted by the Town of Charlemont was downloaded. Since the information on the form was accurate, no action needed to be taken. The FY 2008 commitment book will be available from Mrs. Hathaway by Friday, November 30, so the exemption certificates can be prepared for signatures for the next Board meeting. The warrants and commitment for FY 2008 will also be prepared.

A request from Coldwell Banker Upton-Massamont Realtors has been received for the release of our FY 2008 tax maps. Mrs. Rice signed the release letter to be faxed to the Sewall Company and to the requestor following the Board meeting.

A Chapter 61 property owner who put the ownership of his land into a Trust, contacted the office for assistance in getting his amended certificate done. Mrs. Rice signed a letter to his new forester that offered our assistance if needed to complete the amended certificate. A copy of the signed Assessors' policy regarding receipt of annual Chapter applications was presented to each Assessor for their manuals.

The Board signed 2007 Motor Vehicle Excise Warrant and Commitment #6 dated December 5, 2007, in the amount of \$3,203.59. 2007 Motor Vehicle Excise Abated during November, 2007 in the total amount of \$94.48 was voted and signed. Six garaging corrections to the Registry of Motor Vehicles were signed. The form letter to accompany the Forms 126A for exemption of farm plates was reviewed and signed. It also notifies owners that reminder calls will no longer be made; owners must file the form by the December 30 deadline or pay calendar year 2008 excise on the vehicles that use the plate.

The Selectmen forwarded a listing of workshops that they felt would be beneficial to all Boards and Departments and recommended that at least one member attend the first two workshops. Since it was between meetings, each Assessor was sent the notice and schedule. Mr. Kane notified the office that he would attend the first session.

Information and a ballot were received from the Community Software Consortium for voting for Board of Directors. The Board chose to select three; Ms. Santos signed and completed the ballot. It will be faxed. A notice was received on line about the Tax Administration Application Fundamentals workshop to be held in Springfield on December 11. Although it is for Tax Collectors, Assessors are also welcome.

The Division of Local Services is conducting a pilot program for Access to DLS Gateway for submitting recap paperwork. Next year it should be available to all towns. Each Assessors office has one contact person; Mr. Kane has been designated by DLS. The username and password have been received. They will be filed for future reference. An IGR update was downloaded and a copy made for each Assessor: FY 2008 Guidelines for Annual Assessment and Levy Allocation, which impacts the calculation of the minimum residential factor under property tax classification. The office Assessors' manual will be updated with this IGR.

The October building permit summary and report of certificates of use were reviewed and will be filed for future reference.

Each Assessor received a mailing from the International Association of Assessing Officers with information for membership. The fall issue of Highland Happenings was received. A schedule of classes entitled Introduction to ArcGIS 1 was also received. Other ads and offers will be recycled.

The recording fees have been received for all documents awaiting recording at the Registry of Deeds. Mrs. Purinton will try to go to the Court House on Tuesday, December 4; the tax maps can be copied and research done also.

The next Board meeting will be on December 12, 2007.

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Gloria Jean Purinton

Secretary

