

**CHARLEMONT BOARD OF ASSESSORS  
JANUARY 9, 2023 MEETING MINUTES  
CHARLEMONT ASSESSOR'S OFFICE**

**Members Present/ Participating:**

Karen Rau; Chair, Jacqueline Cashin, Anthony Ostroski

**Call to Order**

Rau called the meeting to order at 6:31 p.m.

**#1: Approval of Minutes**

The Board reviewed the minutes from their 12/5/2022 meeting. On a motion by Rau and seconded by Cashin, the Board voted unanimously to approve the minutes as written.

**#2: Board Signatures**

The Board reviewed/approved/signed the following (Rau motioned, Cashin seconded):

1. Fiscal Year 2023 Notice of Commitment
2. Warrants to Collector:
  - a. Fiscal Year 2023 Real Estate Tax commitment
  - b. Fiscal Year 2023 Personal Property Tax commitment
  - c. Fiscal Year 2023 Certified Overdue Sewer District Fees Plus Interest
  - d. 2022 Motor Vehicle and Trailer Excise Commitment #6
3. Assessor's certification for Fiscal Year 2023 property tax commitment book
4. Chapter 61 land liens for recording: Lori Hicks, Nicholas & Jamie Johnston, Carla LaGrassa, Peter de Menocal & Ruth Elaine Loomis, John H. Sargent, Trustee of the John H. Sargent Trust, Zoar Outdoor Adventure Resort, LLC
5. Fiscal Year 2022 and 2023 Tax Rate Recap sheets
6. Fiscal Year 2023 LA-5 Classification Tax Allocation sheet
7. Assessor's notice regarding personal property forms of list
8. Fiscal Year 2023 CAI Quarterly Tax Map Maintenance Proposal
9. 2023 P.O. Box fee

**#3: Review/Discussion**

The Board discussed the following:

1. Mayflower Valuation, Ltd. proposal for property valuation services. Although the Board had previously voted to renew their valuation service contract with Patriot Properties, Inc. a proposal from Mayflower since came in and having a prior history with them, the Board agreed to review and consider it. Secretary Hayden noted that the company had a new website and appeared to have expanded to include increased services staff, including their former DOR Representative Ryan Johnson. After some discussion as to the pros and cons of each company, in the end, the Board decided to defer to their prior vote to continue with Patriot for another term as Mayflower had previously opted not to continue with Charlemont due to a staff shortage. They will consider Mayflower at their next contract renewal date if the company continues to be well-staffed.
2. AxisGIS update needed to online mapping site. Hayden explained a recent issue she had when attempting to pull an abutter's list for Berkshire East; because the site doesn't include the full parcel id number, there were some properties that incorrectly showed two different owners and others showed the incorrect owner & property due to a similarity in the parcel id. In a conversation with CAI, it was determined that an update was needed to the AxisGIS program which would pull properties based on the GIS Loc\_ID instead of parcel id. The cost would be a one-time fee of

\$1,800. Hayden noted that since the public uses the online program to pull abutter's lists, and wouldn't necessarily catch these errors, it's important that this update be implemented. She provided an AxisGIS modification proposal from CAI, with a suggestion to include that they have 15 days to test the program to ensure it is working as expected and if not, will notify CAI that it needs further modification, and that CAI provide us with a single point of contact for the project. After review, on a motion by Rau and seconded by Cashin, the Board voted unanimously to approve the proposal, with suggested edits. The Board will stop by to sign the agreement once CAI has returned the revised version.

3. The Board reviewed the deeds and building permits for November, 2022.

#### Adjournment

At 7:40 p.m. on a motion by Rau and seconded by Ostroski, the Board voted unanimously to adjourn their meeting and enter into Executive Session pursuant to General Laws Chapter 59, Section 60, in order to deliberate on pending abatement and/or exemption applications and to not reconvene in open session afterwards. Roll Call vote: Rau-Yes, Cashin-Yes, Ostroski-Yes.

Since Tony will be away for the next regular meeting date, the next Assessor's meeting will be Monday, February 13, 2023.

Respectfully Submitted,

Carlene Hayden,  
Assessor's Clerk

#### **Documents Viewed in Meeting of 1/9/2023\***

1. Agenda for meeting of 1/9/2023
2. Minutes for meeting of 12/5/2022
3. Fiscal Year 2023 Real Estate Tax commitment, 12/30/2022
4. Fiscal Year 2023 Personal Property Tax commitment, 12/30/2022
5. Fiscal Year 2023 Certified Overdue Sewer District Fees Plus Interest, 12/30/2022
6. 2022 Motor Vehicle and Trailer Excise Commitment #6, 1/13/2023
7. Assessor's certification for Fiscal Year 2023 property tax commitment book, 12/30/2022
8. Chapter 61 land liens for recording: Lori Hicks, Nicholas & Jamie Johnston, Carla LaGrassa, Peter de Menocal & Ruth Elaine Loomis, John H. Sargent, Trustee of the John H. Sargent Trust, Zoar Outdoor Adventure Resort, LLC, 1/9/2023
9. Fiscal Year 2022 and 2023 Tax Rate Recap sheets
10. Fiscal Year 2023 LA-5 Classification Tax Allocation sheet
11. Assessor's notice regarding personal property forms of list, 1/1/2023
12. Fiscal Year 2023 CAI Quarterly Tax Map Maintenance Proposal, 1/1/2023
13. 2023 P.O. Box fee, 1/1/2023
14. Mayflower Valuation, Ltd. valuation quote for FY 2024 & 2025, 12/18/2022
15. Professional GIS Services Agreement with CAI for AxisGIS modification, 1/9/2023
16. Deeds and building permits for November, 2022

**\*Documents are stored in their respective files in the Assessor's office.**