

**MINUTES OF  
BOARD OF ASSESSORS**

**Minutes of Meeting - Open Session**

37 Main Street, Charlton, MA 01507

Tuesday, January 31, 2023

**Present:** Nancy E. Landry, Brett Moore, Lea Morin and Kathy Stanley, Director of Assessing

**Meeting Called to Order** - Board of Assessors meeting was called to order at 5:00 p.m. Meeting was held in the Assessor's Office, Town Hall.

**New Business**

Meeting Minutes Approval

Motion was made by Brett Moore and seconded by Nancy Landry to accept the meeting minutes of the open session held on Tuesday, September 27, 2022. Vote was unanimous.

Motion was made by Brett Moore and seconded by Nancy Landry to accept the meeting minutes of the open session held on Tuesday, December 6, 2022. Vote was unanimous.

Meeting Schedule

The Board acted on establishing a consistent meeting schedule.

Motion was made by Nancy Landry and seconded by Lea Morin to establish a meeting schedule for the Board to meet on the fourth Tuesday of each month at 5:00 p.m., with the understanding that a meeting will be changed/added dependent on any unforeseen issues. Vote was unanimous.

Annual Report

This item will be further discussed at the next scheduled meeting. No action was taken by the Board at this time.

Budget

Kathy reported on the following:

The preliminary budget for the Assessor's office was submitted to the town administrator at the end of December 2022. The budget submitted was the same as last year; no changes have been made at this time. Review of final budget with the Finance Committee in March. No action was taken by the Board at this time.

## Budget (Cont'd)

Course of action contract with Patriot that conducted certification for 2023 has ended. No other certification now for 5 years. We would have to upgrade Patriot software, but do we need to sign a 5-year contract, that will require an RFP with Patriot, for both software upgrade and certification (5-year contract requires voter approval at town meeting) or continue without the upgrade for the next 2 years and then renew to include certification. Possibly consider a 3-year contract that could include both upgrade and certification. No action was taken by the Board at this time.

Currently, there is 100+ accounts for Commercial/Industrial that have not assessed for several+ years. DOR is aware of this backlog. Consider bringing back Wayne Huard, a consultant used previously for this backlog in order and get include them for the next certification. This will not require an RFP as the consultant is paid for each parcel. No action was taken by the Board at this time. Commercial/Industrial inspections will be added to the next scheduled meeting agenda.

## **Old Business**

- NEC (LNG) Plant Update (Executive Session)

## **Other Business (Unknown at time of posting)**

The Board was informed of the upcoming retirement of Janet Crockett, Assessor's Assistant to be effective as of July 1, 2023. A discussion on this vacancy will be added to the next scheduled meeting agenda.

## **Executive Session**

- NEC (LNG) Plant Update
- Abatements

## **Next Meeting Announcement**

Next scheduled meeting of the Board of Assessors scheduled for Tuesday, February 28, 2023, at 6:00 p.m. in the Assessor's Office, Town Hall.

## **Adjournment of Open Session**

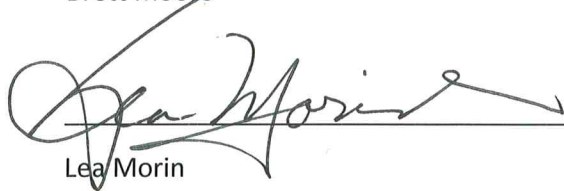
Motion was made by Nancy Landry and seconded by Brett Moore to adjourn Open Session at 5:22 p.m. and call to order Executive Session - Under M.G.L. Chapter 30A, Section 21A (7) "to comply with the provisions of any general or special laws or federal grant-in-aid requirements."  
\*\*To discuss motor vehicle excise applications, which are not open to public inspection under the Driver Privacy Protection Act (DPPA), 18 U.S.C. Section 2725. \*\*\* To discuss exemptions and abatement applications, which are not open to Public inspection under Chapter 59, Section 60.\*\*\*\* To discuss Form of Lists or Form 3ABC's, which are not open to public inspection under Chapter 59, Section 32. \*\*\*\*\* To discuss Income and Expense forms, if any, which are confidential and protected from public disclosure under Chapter 59, Section 52B. The Board will not reconvene Open Session after adjournment. Vote was unanimous.

Date approved: 2-28-23

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Nancy E. Landry, Chairman

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Brett Moore

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Lea Morin