

Board of Assessors Minutes
Tuesday, January 16, 2018 at 4:30 p.m.
Town Hall, Assessors Conference Room, 60 Center Square
East Longmeadow, Massachusetts 01028

Present: Christine M. Saulnier, Chairman; Martin J. Grudgen, Assessor; J. William Johnston, Clerk of the Board; Diane L. Bishop, Director of Assessing

Ms. Saulnier called the meeting to order at 4:30 p.m. It was noted this meeting was being recorded by ELCAT, 180 Maple Street, East Longmeadow and this office for the purposes of the minutes in accordance with MGL, Chapter 30A, Section 20.

Meeting Minutes: Mr. Johnston reviewed the open and executive session minutes from the meeting December 28, 2017 and found them to be in order as to form and content and moved they be accepted. Mr. Grudgen seconded. Motion passed 3-0.

Administrative:

Administrative: The board reviewed and signed the following:

- 2017 Motor Vehicle Excise Recommitment Warrant #21
- 2016 Motor Vehicle Excise Recommitment Warrant #23

Reports: The board reviewed and signed where necessary the following monthly reports:

- Motor Vehicle Excise Abatement Report –December (2016, 2017)
- FY2018 Real Estate Exemption Report
- LA-3 Sales Report- December- Ms. Saulnier and Mr. Grudgen both pointed out a few sales that should be coded out as they were not arms-length sales including a few which need more review. Ms. Saulnier asked if the Municipal Finance Director had awarded the inspection contracts as of yet since the quotes were opened in October. Ms. Bishop stated there were a few issues to deal with and a meeting is scheduled for tomorrow to resolve and move forward to secure a contract.
- Building Permit Report (December)- It was noted there was one new dwelling permit in the month of December totaling 23 new dwellings since the beginning of the year. It was also noted solar permits are still coming in with a total of 89 permits through the end of December. As a note of comparison, last year there were new 22 dwellings and 110 solar permits.

• **Directors Update:**

- Seven Planning Board Decisions which included several new businesses, relocation of existing businesses and home offices.
- Recorded Land Plans received: All parcel splits, subdivisions and lot reconfigurations that took place after January 1, 2017 will now be updated as of January 1, 2018 for FY 2019 to reflect the new land area.
- Forms of List: January 1st is the assessment date for all personal property assets. All business owners having personal property in their businesses should be submitting their Form of List by March 1st. Reminder postcards were sent at the end of December.
- 3ABC Form for Tax Exempt Entities: March 1st is also the deadline all tax exempt entities should be submitting their 3 ABC form in order to continue receiving the exemption for the upcoming fiscal year 2019.
- Annual Town Report: The annual report for the Assessing Department is due no later than February 12, 2018. Ms. Bishop will begin to work on pulling the information together in the very near future. The report will contain all information as required by the town by-law which includes the following: four page approved Recap, LA-4, 5 year historical tax information along with a listing of all tax exempt properties. Generally this office also includes a page of office happenings over the past year. Ms. Bishop suggested if any board member has information they feel should be included to let her know. Ms. Saulnier asked if Ms. Bishop plans on sharing her draft with the board members prior to submission with Ms. Bishop stating yes.

Ms. Saulnier made a motion to go into executive session to discuss some Real Estate Abatement and Exemption Applications both containing private information which is not open to the public to return to open session only to record our votes and adjourn. The following roll call was taken. Mr. Johnston, Yes; Mr. Grudgen, Yes; Ms. Saulnier, Yes.

The board returned to open session at 5:50 p.m.

The follow is the record of votes for all FY2018 applications put before the board:

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	Parcel ID #	Location	Abt/Exemption	Clause	Vote /Date	Decision
1	28-72-7	70 Westernview Cir	Exemption	22	1/16/2018	Granted
2	2A-17-402	23 Van Dyke Rd	Exemption	22	1/16/2018	Granted
3	40-9-0	189 Somers Rd	Exemption	17D ½	1/16/2018	Granted
4	42-32-13	44 Old Farm Rd	Exemption	22E	1/16/2018	Granted
5	26-141-8	23 Brook St	Exemption	22	1/16/2018	Granted
6	4-43-9	8 Franconia Cir	Exemption	22	1/16/2018	Granted
7	2B-34-75	7 Mereline Ave	Exemption	22	1/16/2018	Granted
8	28A-11-41	39 Bond Ave	Exemption	22	1/16/2018	Granted
9	24-160-5	26 Maynard St	Exemption	22	1/16/2018	Granted
10	75-69-33	128 Nottingham Dr	Exemption	22	1/16/2018	Granted
11	5-28-7	5 Powder Hill Rd	Exemption	22	1/16/2018	Granted
12	40-27-64	232 Somers Rd	Exemption	22	1/16/2018	Granted
13	2C-18-355	15 Lull St	Exemption	41C	1/16/2018	Granted
14	27-124-7	11 Park Pl	Exemption	22	1/16/2018	Granted
15	1-19-2	17 Thompson St	Exemption	22E	1/16/2018	Granted
16	2-40-3A	23 Thompson St	Exemption	22	1/16/2018	Granted
17	4-63-10	12 Cooley Ave	Exemption	37A	1/16/2018	Granted
18	24-72-39	30 Harwich Rd	Exemption	22	1/16/2018	Granted
19	24-128-27	76 Helen Cir	Exemption	22	1/16/2018	Granted
20	88-31-42	207 Millbrook Dr	Abatement	RE	1/16/2018	Granted
21	7-5-3/2	10 Fields Dr	Abatement	RE	1/16/2018	Granted
22	28-68-7	17 Westernview Dr	Abatement	RE	1/16/2018	Granted
23	82-3B-E	100 Somersville Rd	Abatement	RE	1/16/2018	Granted
24	000289	3J's Tire & Auto Service Inc	Abatement	PP	1/16/2018	Denied

The next scheduled meeting of the Board of Assessors will be Tuesday, February 13, 2018 at 4:30 p.m.

Ms. Saulnier made a motion to adjourn. Mr. Grudgen seconded. Motion passed 3-0.

Meeting adjourned at 5:50 p.m.

Respectfully Submitted,

J.W. Johnston
Clerk of the Board

Documents Reviewed: Meeting Minutes; MVE Recommitment Warrants (2); MVE Abatement Report; FY18 Exemption Report; LA-3 Sales Report; Building Permit Report; Director's Update; and FY18 Exemption Applications (19); FY18 RE & PP Abatement applications (5)