

**Board of Assessors Minutes**  
**Tuesday, February 13, 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 January 16, 2018 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 Commitment #7 Warrant
- 2018 Motor Vehicle Excise Commitment #1 Warrant
- Apportioned Betterment Payoff Warrant
- FY18 Supplemental Real Estate Warrant
- FY18 Supplemental CPA Warrant

**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
- FY2018 Real Estate Abatement Report
- Notice to Accounting
- LA-3 Sales Report- January- Ms. Bishop stated some ASR's came in high and others low with Mr. Grudgen stating next month we will see several in the .80 range stating he hasn't seen the market like this. Ms. Saulnier asked if we get a good return on the sales questionnaire with Ms. Bishop responding no.
- Building Permit Report (January)-It was noted there were no new dwellings which is consistent for the winter months. Mr. Grudgen suggested we keep an eye on the commercial, industrial properties that have a alteration building permit to determine any vacancy issues.

• **Directors Update:**

- As a reminder to all businesses and personal property owners, March 1st is the deadline for all personal property assets Forms of List to be submitted.
- 3ABC Form for Tax Exempt Entities also has the same March 1st deadline.
- 2017 Departmental Annual Town Report: The annual report for the Assessing Department was submitted to the Town Manager.
- Two upcoming seminars available to the Hampden-Hampshire Counties Assessing membership. The HHCAA will host a Chapterland Seminar on March 15, 2018 and tentatively on March 29, 2018 a Utility Valuation Seminar will be held. Ms. Bishop plans to attend with the staff. Ms. Bishop will keep the board members in the loop of the Utility Valuation Seminar once the venue and date is confirmed.
- The town has entered into contractual services for inspections. The office is now beginning collecting the personal property for new businesses as the weather is not conducive for listing and measuring homes at this time. Ms. Bishop has notified the Police Department of these ongoing inspections and has provided the inspector's name and vehicle information as well as ensures the Inspector has a town ID.
- FY19 Cherry Sheet: Ms. Bishop shared the Governor's FY19 proposed local aid and assessments have been release showing approximately a 5% increase in aid. Ms. Saulnier noting this is subject to change many times!
- Free Cash Approval: Ms. Bishop also shared with the Board of the Free Cash Notification recently received in the amount of \$4.5 million dollars.
- Vision Correspondence: Vision Government Solutions has changed CEO's. CEO Paul Smith has taken over the leadership effective February 20<sup>th</sup>. Ms. Saulnier noted some of the longtime employees we normally deal with remain with the company with no anticipated interruption of services or support.

**Upcoming Educational Seminar:** Both Ms. Saulnier and Mr. Johnston expressed their interest in attending and requested Ms. Bishop submitted their registration. Ms. Bishop stated she will arrange to have a SWAP worker cover the office while at the seminar.

Ms. Saulnier made a motion to go into executive session to discuss some Real Estate Abatements 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 6:10 p.m.

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

	Parcel ID #	Location	Abt/Exemption	Exemption Clause	Vote /Date	Decision
1	40-6-0	49 Chestnut St	Exemption	41C	2/13/2018	Granted
2	3B-31-666	45 Donald Ave	Exemption	41C	2/13/2018	Granted
3	2B-59-29	3 Vineland Ave	Exemption	22	2/13/2018	Granted
4	50-38-13	56 Glynn Farms	Exemption	22	2/13/2018	Granted
5	77-27-32	172 Hampden Rd	Exemption	41C	2/13/2018	Granted
6	6-63-50	93 Barrie Rd	Exemption	22	2/13/2018	Granted
7	61-33-7	20 Marci Ave	Exemption	22	2/13/2018	Granted
8	49-70-14	24 Hillside Dr	Exemption	41C	2/13/2018	Granted
9	40-6-0	49 Chestnut St	Exemption	41C	2/13/2018	Granted
10	3B-31-666	45 Donald Ave	Exemption	41C	2/13/2018	Granted
11	2B-59-29	3 Vineland Ave	Exemption	22	2/13/2018	Granted
12	50-38-13	56 Glynn Farms	Exemption	22	2/13/2018	Granted
13	2A-54-611	89 Gerrard Ave	Exemption	41C	2/13/2018	Granted
14	12A-49-24	33 LaSalle St	Exemption	41C	2/13/2018	Granted
15	26-105-0	44 Rankin Av	Exemption	22	2/13/2018	Denied
16	42-23-59C	14 High Meadow	Abatement		2/13/2018	Granted
17	14A-51-160	36 Waterman Av	Abatement		2/13/2018	Denied
18	80-1-368	368 Pinehurst Dr	Abatement		2/13/2018	Granted
19	54-28-12	27 Old Farm Rd	Abatement		2/13/2018	Granted
20	7-5-1/22	38 Broadleaf Dr	Abatement		2/13/2018	Granted
21	80-1-106	106 Pinehurst Dr	Abatement		2/13/2018	Granted
22	51-6-6	26 Black Dog Ln	Abatement		2/13/2018	Granted
23	46-83-39A	63 Orchard Rd	Abatement		2/13/2018	Granted

The next scheduled meeting of the Board of Assessors will be Tuesday, March 6, 2018 at 4:30 p.m.

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

Meeting adjourned at 6:15 p.m.

Respectfully Submitted,

J.W. Johnston  
Clerk of the Board