

Board of Assessors Minutes
Tuesday, April 21, 2020 at 4:30 p.m.
East Longmeadow, MA – via-Zoom Webinar

Present: Martin Grudgen, Chairman; Marilyn Ghedini, Assessor; J. William Johnston, Clerk of the Board and Diane L. Bishop, Director of Assessing

Mr. Grudgen called the meeting to order at 4:30 p.m. Chairman Grudgen stated this meeting is being recorded on Zoom and is live-streaming on Facebook and will be on ELCAT's YouTube 01028.

Meeting Minutes: Mr. Johnston reviewed the minutes from the meeting of March 10, 2020 and found them to be in order as to form and content and moved they be approved. Ms. Ghedini seconded. Motion passed 3-0.

Administrative:

Warrants: The board reviewed the following warrants. Chairman Grudgen made a motion to approve by roll call vote: Mr. Johnston, Yes, Ms. Ghedini, Yes, Mr. Grudgen, Yes. Motion passes 3-0.

- Apportioned Betterment Payment in Full – 849 Somers Rd-\$164.34
- 2020 Motor Vehicle & Trailer Excise Commitment 2-\$206,768.42
- Apportioned Betterment Payment in Full- 20 Redstone Dr-\$2,778.78

Reports: The board reviewed the following monthly reports:

- Motor Vehicle Abatement Report (2019-\$760.46; 2020-\$11,201.48)
- FY20 Real Estate Abatement Report (RE Abt. \$3,559.47 + CPA Abt. \$35.60)
- FY20 Real Estate Exemption Report (RE Exempt. \$6,174.61- CPA Exempt. \$61.75)
- Notice to Accounting (March- \$227,565.72)

Chairman Grudgen made a motion to approve by roll call vote: Mr. Johnston, Yes, Ms. Ghedini, Yes, Mr. Grudgen, Yes. Motion passes 3-0.

- LA-3 Sales Report (March): The assessors all stated they all reviewed and there were not questions or concerns.
- BP Report: Chairman Grudgen stated he saw two new residential building permits with Ms. Ghedini stating they were on Bella Vista.
- Director's Report
 - Ms. Bishop stated the Town offices are closed to the public with skeleton staffing but we are still available by phone, email and regular mail. Due to the staff all working remotely, the taxpayers are encouraged to email for the quickest response also noting all voice mails are being forwarded to the Director to be able to respond quickly. Ms. Bishop guided taxpayers to the COVID19 section of the town's webpage for more detailed information. Ms. Bishop shared the Governor's Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19, Chapter 53 of the Acts of 2020, (the Act). Unless otherwise noted below, these changes became effective on April 3, 2020, upon Governor Baker's signing Act into law. This law allowed Town Manager with the support of the Town Council by local acceptance to delay the due date of all real and personal property tax bills from May 1st to June 1st. This local acceptance also allows for the Assessors to extend the deadline to accept Exemption Applications. Ms. Bishop added due to the remote meeting and the inability to physically sign the applications that a Roll Call vote on each application will be required. Ms. Bishop will complete an Attestation Form for each application to protect the validity of the vote until the Assessors can physically sign in person.
 - Excise Tax Bills: Ms. Bishop shared just prior to closure of town hall MVE Commitment was being processed with those bills due on May 11, 2020. The new local acceptance for extending the due date of tax billing did not include Motor Vehicle Excise, the Act

- which was sign into law only provided delayed payment of Chapter 59 Real & Personal property tax.

Crumbling Foundation Policy: Chairman Grudgen shared the Board of Assessors has revised their Crumbling Foundation Policy due to more information obtained over the past two years. Chairman Grudgen stated the board is mirroring the State of Connecticut’s depreciation table which includes 5 levels of foundations. The board will be making their first inspections in town on crumbling foundations as soon as the Governor or the Town lifts the ban on home inspections, inside and out noting there are seven or eight homes we will be visiting. A taxpayer would need a core sample analysis by a certified company. The Board will then follow up. Chairman Grudgen noted a taxpayer would not have to wait until the abatement time of year to notify the assessors and begin the inspection process. We are hopeful we will be able to complete the pending inspections within the month. Chairman Grudgen stated we will take baseline photos and the adjustment will be in place for a period of five years unless we are notified the condition has become worse or if the issue is remediated. This revised policy will be posted on the Town Webpage along with a Crumbling Foundation Application as soon as possible after this meeting.

DOR/DLS Certification Directives Progress for FY 2023 Recertification: Ms. Bishop stated now that we have a five year certification period DOR/Division of Local Services checks in at the three year point to make sure we are staying on track with the directives they provided us after our last certification. Ms. Bishop received and responded to each directive on the Certification Directive Progress worksheet stating that we are continuing to make progress whether is it on cyclical inspections on both Real and Personal property, ensure our CAMA system is functioning. I was speaking with our Bureau of Local Assessment Advisor today and shared the board would be reviewing our progress and this would be submitted in the morning. Chairman Grudgen asked if we were doing any inspections at the present time which Ms. Bishop stating no but as soon as we can safety inspect properties, we have to begin with all building permits that were issued since July 1, 2019 and follow up on any construction that was not complete as of June 30, 2019. Ms. Bishop stated she will begin as soon as possible doing some inspections that require a visual review and possibility include taking a new picture of the improvement on the property.

Mr. Grudgen made a motion to go into executive session to review FY20 Real Estate Statutory Exemptions; FY 20 Real Estate Abatements; ATB Updates to return to open session to record our and adjourn. The following roll call was taken. Mr. Johnston, Yes, Ms. Ghedini, Yes, Mr. Grudgen, Yes.

The board returned to open session at 5:10 p.m.

Votes of the Board of Assessors:

The following is the Roll Call vote for each of the members of the Board of Assessors for all Real Estate Statutory Exemptions put before them:

#	Parcel ID #	Location	Abt/Exemption	CL.	Vote/Date	BOA Action	Roll Call Vote
1	12A-49-24	33 La Salle	Exemption	41C	4/21/2020	Granted	3-0
2	37-15-B	65 Hanward Hill	Exemption	22	4/21/2020	Granted	3-0
3	17-56-16	25 Knollwood Dr	Exemption	22E	4/21/2020	Granted	3-0
4	15A-17-515	31 Voyer Av	Exemption	22	4/21/2020	Granted	3-0
5	87-15-20	75 Millbrook Dr	Exemption	22	4/21/2020	Granted	3-0

6	48-74-4	79 Porter Rd	Exemption	41C	4/21/2020	Granted	3-0
7	60-22-D	14 Rural Ln	Exemption	22	4/21/2020	Granted	3-0
8	3A-6-B	25 Young Av	Exemption	22	4/21/2020	Granted	3-0
9	27-48-16	21 White Av	Exemption	22	4/21/2020	Granted	3-0
10	85-47-8	34 Holland Dr	Exemption	22	4/21/2020	Granted	3-0
11	2B-69-10	2 Amaretta Av	Exemption	17D	4/21/2020	Granted	3-0
12	1-19-2	17 Thompson St	Exemption	22E	4/21/2020	Granted	3-0
13	59-40-11	31 Greenwich Rd	Exemption	22	4/21/2020	Granted	3-0
14	95-33-1	7 Ainslie Dr	Exemption	22	4/21/2020	Granted	3-0
15	66-8-0	521 Somers Rd	Exemption	22	4/21/2020	Granted	3-0
16	24-128-27	76 Helen Cr	Exemption	22	4/21/2020	Granted	3-0
17	58-55-1	799 Parker St	Exemption	41C	4/21/20	Tabled	3-0

The next scheduled meeting of the Board of Assessors will be Tuesday, May 19, 2020 at 4:30 p.m. via Zoom Session, East Longmeadow, MA unless the Board of Assessors are able to physically meet at 60 Center Square, Board of Assessors Conference Room, East Longmeadow, MA 01028

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

Meeting adjourned at 6:45 p.m.

Respectfully Submitted,

J.W. Johnston
Clerk of the Board

Documents Reviewed: Minutes; Warrants (3); MVE Abatement Report; FY20 RE Exemption Report; FY20 Abatement Report; Notice to Accounting; LA-3 Sales Report; Building Permit Report; Directors Report; Crumbling Foundation Policy, DLS Directives for FY 2023; FY 20 Statutory Exemptions; FY 20 Real Estate Abatement Applications.