

**Board of Assessors Minutes**  
**Wednesday, April 21, 2021 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 17, 2021 and found them to be in order as to form and content and moved they be approved. Ms. Ghedini seconded. Roll call vote: Mr. Johnston, Yes, Ms. Ghedini, Yes, Mr. Grudgen, Yes. Motion passes 3-0.

**Administrative:**

**Reports:** The board reviewed the following monthly reports and Chairman Grudgen made a motion to approve by roll call vote for each report which requires signatures: Mr. Johnston, Yes, Ms. Ghedini, Yes, Mr. Grudgen, Yes. Motion passes 3-0.

- MVE Abatement Report (March) 2020 & 2021- \$8,648.29
- FY21 Exemption Report (March) - \$2,300 & (CPA exempted \$23)
- FY21 RE Abatement Report (March) - \$5,123.38 & (CPA abated \$51.53)
- LA-3 Sales Report (March): The board members reviewed the LA-3. Ms. Bishop noted the ASR's continue to be in the mid eighty's which is below the acceptable levels for certification. Mr. Grudgen stated the market continues to have multiple offers with majority over asking price. Mr. Grudgen stated the realtors are not always going with the highest offer, to ensure the appraisal will be consistent in order to meet financial borrowing requirements.
- BP Report (March): Ms. Bishop stated for the month of March we received 2 new condo permits and 2 new single family dwelling permits totally five new residential construction permits since the beginning of the new year. Ms. Bishop also shared we have received four to five new dwelling permits since the beginning of April already! Limited discussion of a new proposed subdivision which is still in the preliminary stages took place.
- Director's Report:

**Income and Expense Forms:** The Income and Expense forms were mailed on March 15, 2021 and due back on May 15, 2021. These I & E Forms along with the C & I property review will assist our office in determining the FY2022 values for these types of properties. Ms. Bishop stated the information provided is not always useful but we will weed out all information which will be useful to our FY 2022 values.

**Commercial & Industrial Property Inspections:** Majority of the C & I inspections have been completed with about 25% left to be visited. As part of our recertification directives we are now focusing on our C & I inspections which is a twofold and will help us determine the vacancy rate and will be able to update and comply with DOR directives.

**Multifamily homes:** All two & three family home owners have been sent a data mailer with approximately 50% returned. These completed mailers are trickling in and assisting us in confirming the interior information of these properties. Our consultant will compare the information from the data mailers and the current information on file. These homes will now be reviewed, exterior only, to update any needed information.

**RFP for FY 22, 23, 24:** The Director of Finance has put together the RFP packet to obtain Valuation Updates for the next 3 fiscal years. A legal notice will be in the Reminder on April 22, 2021. The RFP packet will be available beginning April 26, 2021 through May 14, 2021 by 2 pm. The bids will be opened on May 17, 2021 at 2 pm.

**Building Permits:** This office will begin to pull all property record cards with an open building permit in order to start the building permit inspections. Ms. Bishop shared the following information regarding the difference between an open building permit with the building department and the assessing department. A building permit is considered closed in the building department once the Building Commissioner inspected the new construction. The building permit in the assessing department is closed after visiting properties that were issued a building permit. These inspections take place towards the end of our fiscal year to update property information and determine any changes to our data. This office will begin these inspections during May through the end of June. This is where we will be able to determine the new growth for FY2022.

**3. Farmland Recommended Values for FY 22:** The Farmland Valuation Advisory Commission has adopted a range of recommended agricultural, horticultural and forest land use values for FY2022. Ms. Bishop stated historically the

Board of Assessors has voted to adopt the average rating under the Productivity Based on Dominate Soil Rating. A motion was made to adopt the “average” soil rating for FY2022. Ms. Ghedini seconded. Roll call vote: Mr. Johnston, yes, Ms. Ghedini, yes, Mr. Grudgen, yes. Motion passed 3-0.

Mr. Grudgen made a motion to go into executive session at 4:47 p.m. to review Motor Vehicle Excise Abatements, FY21 Exemption Applications, FY21 Abatement Applications and ATB Updates to return to open session to record our votes and adjourn. The following roll call was taken. Mr. Johnston, Yes, Ms. Ghedini, Yes, Mr. Grudgen, Yes.

The board returned to open session at 5:35 p.m. to record our votes taken in Executive Session.

The following list is the votes of the Board of Assessors on all Motor Vehicle applications put before them requiring a roll call vote: Mr. Johnston, yes; Ms. Ghedini, yes; Mr. Grudgen, yes.

Year	Bill# or Plate	Name	BOA Action
2020	6998	Chase Auto	Denied
2020	6963	Chase Auto	Denied
2021	5334	Giguere	Denied

The following list is the votes of the Board of Assessors on all FY21 Exemption and Abatement applications along with ATB settlement abatement application put before them requiring a roll call vote: Mr. Johnston, yes; Ms. Ghedini, yes; Mr. Grudgen, yes.

Parcel ID #	Location	Abt /Exemption	Clause	Date	Vote
57-13-31	117 South Brook Rd	Exemption	22	4-21-2021	Denied
2C-18-355	15 Lull St	Exemption	41C	4-21-2021	Granted
27-115-3	52 Somers Rd	Exemption	22	4-21-2021	Granted
56-19-9	68 Favorite Ln	Exemption	22	4-21-2021	Granted
84-10-28	73 Holland Dr	Exemption	41C	4-21-2021	Granted
2-40-3A	23 Thompson St	Exemption	22	4-21-2021	Granted
43-20-0	243 Pease Rd	Exemption	22	4-21-2021	Granted
15-15-633	8 Gaskell St	Exemption	41C	4-21-2021	Granted
26-115-7	43 Elm St	Exemption	41C	4-21-2021	Granted
75-17-0	327 Parker St	Exemption	41C	4-21-2021	Granted
23-33-12	65 Harwich St	Exemption	41C	4-21-2021	Granted
40-46A-1	32 Chestnut St	ATB (FY20)	59	4/21/21	Granted
40-46A-1	32 Chestnut St	Abatement	59	4/21/21	Granted
63-15-24	106 Fernwood Dr	Abatement	59	4-21-20	Granted
13-22-0	431 North Main S	Abatement	59	4-21-21	Granted
8-8-1	135 Benton Dr	Abatement	59	4-21-21	Denied
7-6-0	135 Benton Dr-Land	Abatement	59	4-21-21	Denied
69-12-0	105 Somersville Rd	Abatement	59	4-21-21	Denied

The next regularly scheduled meeting of the Board of Assessors will be held on Wednesday, May 19, 2021 at 4:30 p.m. via Zoom.

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

Meeting adjourned at 5:37 p.m.

Respectfully Submitted,

J.W. Johnston  
Clerk of the Board

Documents Reviewed: Minutes; MVE Abatement Report; FY21 Exemption/Abatement Reports (2); LA-3 Sales Report; Building Permit Report; Directors Report; FY22 Farmland Valuations; Motor Vehicle Abatement Applications; FY21 Exemption Applications, FY21 Abatement Applications, FY20 ATB Abatement; FY20 ATB document.