

**Board of Assessors Minutes**  
**Tuesday, June 5, 2018 at 4:30 p.m.**  
**Town Hall, Assessors Conference Room, 60 Center Square**  
**East Longmeadow, Massachusetts 01028**

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

Also attending this meeting is Ms. Marilyn Ghedini and Mr. Brian Kaye

Mr. Grudgen 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 of May 1, 2018 and found them to be in order as to form and content and moved they be accepted. Mr. Grudgen seconded out of necessity. Motion passed 2-0.

**Administrative:**

- **Warrants:** The board reviewed and signed the following Warrants to Collector:
  - 2018 Motor Vehicle and Trailer Excise Commitment #3
  - FY18 Supplemental-2 Real Estate Warrant
  - FY18 Supplemental-2 CPA Warrant
  - FY18 Omitted Property Warrant
  - FY18 Omitted CPA Warrant
- **Reports:** The board reviewed and signed where necessary the following monthly reports:
  - Motor Vehicle Excise Abatement Report-May (2016, 2017, 2018)
  - FY 18 Real Estate Supplemental Report-May
  - FY2018 Real Estate Exemption Report-May
  - FY18 MDM-1 Reimbursement Report
  - Notice to Accounting-May
  - Building Permit Report-April-It was noted the new construction of new homes is down this year. April indicated one new dwelling with 2 new dwelling year to date. Mr. Grudgen stated new construction is way behind.
  - LA-3 Sales Reports April & May-Mr. Grudgen explained when reviewing the LA-3 sales report we look at the assessment to sale price ratio and have been seeing this trend where the ratios are falling below .90 for the past 20 months. The board discussed several non arms length code on the LA-3 report also.
- **Directors Update:**
  - **Request for Proposals:** The RFP for a multiyear contract is currently out with the deadline on June 7, 2018 at 3 p.m. The opening of the bid packets will include the Municipal Finance Director, Town Manager and Chairman of the Board of Assessors.
  - **Brownstone Gardens II:** Requested and received approval to be release from the contract under Chapter 121A. Once the state approves the release the town will begin to tax Brownstone II under Chapter 59. The management company has forwarded the income and expense information with a site visit to take place in the near future. The timing of which fiscal year to begin taxing is up in the air until the State completes their approval process.
  - **Cherry Sheets:** As mentioned in the past, this is a work in progress and hopefully the state will vote on their budget in the near future.
  - **Division of Local Services Updates:** Ms. Bishop shared the following information: Course 101 which is a requirement for any new assessor is now online! DOR has revised the Income & Expense templates which will be incorporated for FY2020. EQV is now available and is on our agenda evening. DOR now requires the Board of Assessors to upload on DLSGateway authorization for the person who is signing off on their behalf.

- **Vision Government Solutions Inc.:** It is my understanding the Vision upgrade will be funded but until it is official I cannot schedule a conversion time.
- **Inspections:** Our data collectors have completed approximately 2,000 cyclical inspections. The inspection consists of the measuring of the exterior and photo and when possible, an inspection the interior. There are approximately 100 +/- building permits remaining to be completed by June 30<sup>th</sup>.
- **Veteran's Local Option:** Ms. Bishop attended the Town Council meeting on May 22, 2018 to give an overview of the proposed new local option. Ms. Bishop will also attend the June 12, 2018 Town Council meeting to provide any other additional information if needed.
- **FY19 Preliminary Tax Billing File:** On June 11, 2018 Ms. Bishop will be pulling the legal file for the FY19 Preliminary Tax Bills. The first quarter real estate and personal property tax bills will be sent prior to July 1, 2018.
- **Assessors Administrative Assistant:** Ms. Bishop shared our Administrative Assistant Maryann will be leaving us to take a position in another municipality. This now leaves an opening in this office. The job has been posted on the Town Website, on the MAAO website and on job search engines.

**FY2018 Proposed Equalized Valuation:** Ms. Bishop stated every other year the state provides the EQV. The EQV provides the following: Allocation of aid to public libraries, the calculation of Chapter 70 funding, reimbursement rate of school construction project along with certain cherry sheet charges. The equalized valuation are derived from the LA-3 Sales report submitted to DOR annually by the Board of Assessors. The board reviewed the EQV and found the numbers to be in order.

Mr. Grudgen took a few moments to see if our guest had any questions regarding the role of the assessor since they both expressed interest in the vacancy on our board. Mr. Grudgen suggested each potential member may want to check with the State Ethics Commission to ensure there is no conflict of interest when performing the duties of an assessor in town and their current employment. The candidates were given an opportunity to ask the assessors questions with answers supplied. Mr. Grudgen stated that sometimes an assessor may be asked to visit a property especially for abatement visits. He also stated on occasion you may have to go to Boston or Springfield for an Appellate Tax Board appeal. Both candidates thanked the board

Mr. Grudgen made a motion to go into executive session at 4:45p.m. to discuss some Motor Vehicle Section 5 Exemption Applications and one Motor Vehicle Excise Abatement application 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.

The board returned to open session at 5:15 p.m.

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

	Year	Plate	Name	AB/EX	Vote of the Board
1	2018	FARM PLATE	GAZIANO BROS	EXEMPTION	GRANTED
2	2018	FARM PLATE	GARY TURNBERG	EXEMPTION	GRANTED
3	2018	FARM PLATE	JOHN BURNEY	EXEMPTION	GRANTED
4	2017	13489	TOYOTA MOTOR CREDIT	ABATEMENT	DENIED

The next scheduled meeting of the Board of Assessors will be Tuesday, June 26, 2018 at 4:30 p.m.

Mr. Grudgen made a motion to adjourn. Mr. Johnston seconded. Motion passed 2-0.

Meeting adjourned at 5:15 p.m.

Respectfully Submitted,

J.W. Johnston  
Clerk of the Board

Documents Reviewed: Meeting Minutes; MVE Commitment 3 Warrant; FY18 Supplemental Warrant; FY18 CPA Supplemental Warrant; FY18 Omitted Warrant; FY18 CPA Omitted Warrant; MVE Abatement Report; FY18 Exemption Report; FY18 RE Abatement Report; Building fy18 MDM-1 Report; Notice to Accounting; Building Permit Report; LA-3 Sales Report (2); Director's Update; FY18 Proposed EQV; MVE Section 5 Exemption Application (3); MVE Abatement Application.