

Board of Assessors Minutes
Tuesday, June 25, 2019 at 4:30 p.m.
Town Hall, Assessors Conference Room, 60 Center Square
East Longmeadow, Massachusetts 01028

Present: Martin J. 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. It was noted the opening of this meeting will be taped by ELCAT, 180 Maple Street, East Longmeadow. This office will tape the meeting in its entirety for the purposes of the minutes in accordance with MGL, Chapter 30A, Section 20.

Meeting Minutes: Mr. Johnston reviewed the minutes from the meeting of May 21, 2019 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 and signed the following warrants:
 - FY 2019 Supplemental Real Estate Warrant to Collector
 - FY 2019 Supplemental CPA Warrant to Collector
 - FY 2020 Preliminary Real Estate Warrant to Collector
 - FY 2020 Preliminary CPA Warrant to Collector
 - FY 2020 Preliminary Personal Property Warrant to Collector
- **Reports:** The board reviewed and signed when needed the following monthly reports:
 - Motor Vehicle Excise Abatement Monthly Report (2018 & 2019)
 - Notice of Commitment to Accounting (May & June)
 - LA-3 Sales Report (May): Chairman Grudgen stated there were a lot of arms-length sales in the month of May. It was a mixed bag of sale with the ASR ranging from above and below 100%.
 - Building Permit Report (April): Chairman Grudgen noted there was one new dwelling with a mix of other new construction. Grudgen added that new construction is way down from past years.
 - Omitted and Revised Assessment Report: This report is required for any omitted or revised assessment or rollback taxes collected. The rollback tax collected for the Parker Street property removed from Chapter 61A was included on this report.
- **Director's Report:**
 - Building Permits Inspections: This process is approximately 90% complete as we are in the last week of the fiscal year. All data collected has been entered in the our software and currently in the review and verification for accuracy phase. The door hangers used for the first time seem to be working well.
 - Personal Property Inspections are currently in the process with approximately 35 new personal property field inspection to be completed. These are either new businesses or recently sold businesses with new owners.
 - FY20 Interim Adjustment Sales Review: This office has begun reviewing the sales that will impact the FY 2020 values. Ms. Bishop asked our consultant to take a closer look at properties built between 1950 – 1970 where the ASR generally fell below the .90 factor. Due to this additional review, 62 sales properties were visited and when needed a door hanger was left.

- FY20 Preliminary Legal File: This file was pulled from our upgraded Vision software and appears to have converted successfully from Vision to Munis to the Bill vendor's software. The FY2020 first quarter tax bill is anticipated to be mailed on June 26th with the due date of August 1st.
- Upcoming Events:
 - HHCAA 2nd Annual Meeting and Summer Picnic to be held on Thursday, July 11, 2019 at the Summit View in Holyoke. Guest speaker is Lauren Aldrich from the Bureau of Local Assessment on the new FY20 Certification Standards.
 - UMASS Summer School: The MAAO assessing summer school will take place August 5th – 9th. All three staff member will be attending some or all of the week.

FY2020 Telephone & Pipeline Assessments: Ms. Bishop stated the Telephone and Pipeline values are determined by the Commissioner of Revenue. This office has seen a lot of new growth but did not see anywhere near what we have received in the past few fiscal years. The Board of Assessors have the right to appeal the values against the Commissioner of Revenue. The board agreed they will use the values as provided by the Commissioner.

Mr. Grudgen made a motion to go into executive session to review a few Motor Vehicle Excise Exemption applications and discuss two upcoming ATB appeals to return to open session to record our votes if needed 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.

The following is the vote of the Board of Assessors for a Motor Vehicle Excise Exemptions put before them:

Year	Plate	Name	AB/EX	BOA Action
2019	Farm Plate	Bilton, Robert J	Exemption	Granted
2019	Farm Plate	Graziano Bros. Landscape Inc.	Exemption	Granted
2019	Farm Plate	Turnberg, Gary	Exemption	Granted

The next scheduled meeting of the Board of Assessors will be Tuesday, July 16, 2019 at 4:30 p.m.

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

Meeting adjourned at 5:15 p.m.

Respectfully Submitted,
J.W. Johnston
Clerk of the Board

Documents Reviewed: Minutes; Warrants (5) Monthly MVE Excise Report; Notice to Accounting (2); LA-3 Sales Report; Building Permit Report; Omitted and Revised Assessment Report; Director Report; HHCAA flyer; FY20 Telephone and Pipeline Valuations; MVE Exemption Applications.