

**Board of Assessors Minutes**  
**Tuesday, June 26, 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

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 June 5, 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:
  - FY19 Preliminary Real Estate Warrant
  - FY19 Preliminary Real Estate CPA Warrant
  - FY19 Preliminary Personal Property Warrant
  - FY18 Supplemental-3 Real Estate Warrant
  - FY18 Supplemental-3 CPA Warrant
- **Reports:** The board reviewed and signed where necessary the following monthly reports:
  - FY 18 Real Estate Supplemental Abatement Report-June
  - FY 19 Omitted and Revised Assessment Report
  - FY 19 Amended LA-13A Growth Report
  - Notice to Accounting-June
  - Building Permit Report-May-Ms. Bishop reported there was one new condo with a total of only 4 new dwellings year to date.
- **Directors Update:**
  - **Request for Proposals:** The Town received two (RFP's) Request for Proposal bids. The committee consisting of the Municipal Finance Director, the Town Manager and the Chairman of the Board of Assessors reviewed the technical proposals and were checking on references at this time. The next step is the opening of the cost bids in anticipation of awarding the contract by the end of this week.
  - **Veteran's Local Option:** The Town Council will be having the final reading during the continuation of the Public Hearing this evening of the local option which will reduce the waiting period from five years to one year for any veteran who was not domiciled in MA prior to entering the service and meets all other requirements. Ms. Bishop stated the Town Council appears to be in support of this local option. With a favorable vote this new local option will take effect July 1, 2018 for FY2019.
  - **FY19 Preliminary Tax Billing File:** The Preliminary Tax billing file was sent on to the Collector's office. The first quarter tax bill will be mailed by June 28<sup>th</sup>. The tax will reflect ½ of the total tax owed in FY18 and will be billed in two installments.
  - **FY19 Preliminary Review of Sales:** Ms. Bishop pulled a preliminary review of sales from calendar year 2017 and found the median ASR has dropped 6%. This is no surprise to the board when reviewing the monthly LA-3 Sales reports.
  - **Assessors Administrative Assistant:** The office has a new Administrative Assistant Keri-Ann Wenzel, who came to us with 10 years of assessing experience coming from the Town of Granby.
  - **HHCAA Annual Summer Meeting:** The HHCAA will be holding their first Annual Summer meeting on August 30, 2018 at the Summit View Banquet & Meeting House in Holyoke from 3-8 p.m. The guest speakers will be Christine Purple, the new Executive Director of the MAAO and

Bill Mitchell, the new President of the MAAO. Both Mr. Grudgen and Mr. Johnston will consider attending.

**FY2019 Certified Pipeline and Telephone Valuations:** The Pipeline and Telephone valuations are valued by the Commissioner of Revenue. The Board of Assessors has the right to appeal these values if warranted to the Commissioner. After the board's review of the values, Mr. Johnston made a motion to accept the DOR values for the FY19 Pipeline and Telephone valuations. Mr. Grudgen seconded. Motion passed 2-0.

Mr. Grudgen made a motion to go into executive session at 4:45p.m. to discuss some Motor Vehicle Section 5 Exemption Applications, an Appellate Tax Board Appeal and several individual valuations 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 5:30 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	BURNEY JOHN	EXEMPTION	GRANTED
2	2018	FARM PLATE	BILTON ROBERT JR	EXEMPTION	GRANTED

The next scheduled meeting of the Board of Assessors will be Tuesday, July 31, 2018 at 4:30 p.m.

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

Meeting adjourned at 5:30 p.m.

Respectfully Submitted,

J.W. Johnston  
Clerk of the Board

Documents Reviewed: Meeting Minutes; FY19 Preliminary RE Warrant, FY19 Preliminary CPA Warrant, FY19 Preliminary Personal Property Warrant; FY18 Supplemental Warrant; FY18 CPA Supplemental Warrant;; FY18 RE Abatement Report; Building Permit Report; Notice to Accounting; Director's Update; FY19 Pipeline and Telephone Values; MVE Section 5 Exemption Application (2); ATB Hearing Notice.