

**Board of Assessors Minutes**  
**Tuesday, July 16, 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 June 25, 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:
  - 2019 Motor Vehicle Excise Commitment 99 (Section 5)
  - 2019 Motor Vehicle Excise Commitment 20 (Rebills)
  - 2018 Motor Vehicle Excise Commitment 21 (Rebills)
  
- **Reports:** The board reviewed and signed when needed the following monthly reports:
  - **LA-3 Sales Report (June):** Chairman Grudgen stated during the months of May and June there were a record amount of sales for this town. He continued there were a lot of arm's length sales included and also noted even the high end properties went over asking price.
  - **Building Permit Report (May):** Chairman Grudgen noted there was one large new construction with Ms. Bishop also mentioning one new dwelling.
  - **Director's Report:**
    - **Cyclical Inspections:** The office is currently conducting approximately 1,000 home cyclical inspections which will take place over the summer. As always, as a reminder, our data collector has Town ID, signs on his car and police are aware of his presence in town.
    - **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. Since we have a lot of outside work, the personal property inspections are currently being completed when the weather is not as cooperative.
    - **FY20 Certification Standards:** At the HHCAA summer meeting held on July 11, 2019 Lauren Aldrich from the Bureau of Local Assessment gave a brief overview on the new certification standards which includes submitting a narrative in year 3 of the 5 year certification addressing all DOR directives to ensure we are working on all directives since the last revaluation. Ms. Bishop shared the directives that were set out for our municipality with the board.
    - As a reminder, the UMASS Assessing Summer school will take place from August 5-9, 2019.

Mr. Grudgen made a motion to go into executive session to discuss upcoming ATB appeals and meet with the representative of a property, to return to open session to record any 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 5:58 p.m.

The next scheduled meeting of the Board of Assessors will be Tuesday, August 13, 2019 at 4:30 p.m.

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

Meeting adjourned at 6:00 p.m.

Respectfully Submitted,

J.W. Johnston  
Clerk of the Board

Documents Reviewed: Minutes; Warrants (3); LA-3 Sales Report; Building Permit Report; Director Report