

**Board of Assessors Minutes**  
**Tuesday, July 31, 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; Marilyn Ghedini, Assessor and 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.

Mr. Grudgen introduced and welcomed our new board member Ms. Marilyn Ghedini to the board.

**Meeting Minutes:** Mr. Johnston reviewed the open and executive session minutes from the meeting of June 26, 2018 and found them to be in order as to form and content and moved they be accepted. Mr. Grudgen made a motion to accept the open and executive minutes. Ms. Ghedini seconded. Motion passed 3-0.

**Administrative:**

- **Warrants:** The board reviewed and signed the following Warrants to Collector:
  - 2018 Motor Vehicle Excise Warrant Commitment #4
  - 2018 Motor Vehicle Excise Warrant Section 5 Commitment #99
  - 2018 Motor Vehicle Excise Warrant Re-Commitment #20
  - 2017 Motor Vehicle Excise Warrant Re-Commitment #22
  - 2005 Motor Vehicle Excise Warrant Re-Commitment
  - 2006 Motor Vehicle Excise Warrant Re-Commitment
- **Reports:** The board reviewed and signed where necessary the following monthly reports:
  - Motor Vehicle Abatement Report (June & July)
  - Notice to Accounting (July)
  - Building Permit Report (June): Mr. Grudgen stated there were two dwelling on the Building Permit Report for the month of June adding new home construction is at its lowest in years.
  - LA-3 Sales Report (June): Mr. Grudgen explained the coding and ratio's column and how it relates to assessment including the state guideline between .90 to 1.10 ASR. Ms. Bishop stated this month there were 19 sales that fell below the .90 ASR with 15 falling between .90 to .99.
- **Directors Update:**
  - **Upcoming Seminar's:**
    - **HHCAA Summer Meeting:** The 1<sup>st</sup> Annual Summer Meeting will take place on Thursday, August 30, 2018 from 3-8 p.m. Ms. Bishop will register the staff along with any Assessor who would like to attend.
    - **What's New in Municipal Law:** What's New in Municipal Law Seminar will be held on Thursday, October 4, 2018 at the Log Cabin in Holyoke. If an Assessor would like to attend, please let Ms. Bishop know so she can get you registered.
  - **Vision Newsletter:** Vision Government Solutions is our CAMA software vendor. Vision has issued their 1<sup>st</sup> Newsletter. It is attached for the Assessors review. As new ones are received Ms. Bishop will include them in the Assessors packet. Mr. Grudgen asked if they are monthly and could be emailed to the board members. Ms. Bishop stated she is unsure if they are monthly-quarterly but will be happy to forward them via email as they come.
  - **Annual UMASS Assessor Summer School:** The Assessors summer school will take place the week of August 6<sup>th</sup> – 10<sup>th</sup>. Both Ms. Bishop and Ms. Lockery will be attending this year. Mr. Grudgen confirmed the assessing office will be open the week of August 6<sup>th</sup> – 10<sup>th</sup>.
  - **Assessing Services Contract:** The Municipal Finance Director has awarded the multi-year contract to Bishop and Associates for FY19 – FY 21. Ms. Bishop anticipates by the middle of August our consultant will begin the sales review to determine the median ASR and COD which

will indicate if our valuation will need to be adjusted.

- **Result from the Cyclical Inspections:** Ms. Bishop stated our consultant has completed over 2,000 inspections by June 30, 2018. Many of the home visited had notable improvements such as siding, windows and roof. These homes will see an increase in value based on these inspections. On the flip side there were many homes, due to the lack of maintenance will see a decrease in value. Once the DOR/DLS reviews the statistical analysis and approves the FY2019 assessments, property record cards will be available in the assessing office. The town website will have the new PRC's available by late December.

The Assessors signed an authorization letter for the Director of Assessing to sign on the behalf of Board of Assessors through the DLSGateway system with the understanding the assessors have reviewed and personally signed the original form. The Assessors have also authorized the staff to process Motor Vehicle Abatement applications to produce an abatement certificate through the Munis software.

Mr. Grudgen made a motion to go into executive session at 4:55 p.m. to discuss the valuation plan for FY2019, some Motor Vehicle Abatement & Exemption Applications, an Appellate Tax Board Appeal, all 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; Ms. Ghedini, Yes, Mr. Grudgen, Yes.

The board returned to open session at 5:51 p.m.

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

	Year	Plate/Bill Number	Name	AB/EX	Vote of the Board
1	2018	OCN Plate	Temporary Housing Inc.	Exemption	Granted
2	2018	15397	Leone	Abatement	Denied

The next scheduled meeting of the Board of Assessors will be Tuesday, August 21, 2018 at 4:30 p.m.

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

Meeting adjourned at 5:51 p.m.

Respectfully Submitted,

J.W. Johnston  
Clerk of the Board

Documents Reviewed: Meeting Minutes; Motor Vehicle Excise Warrants (6); Motor Vehicle Abatement Reports (2); Notice to Accounting; Building Permit Report; LA-3 Sales Report; Director's Update; MVE Section 5 Exemption Application; Motor Vehicle Abatement Application; ATB Hearing Notice-Continuation.