

**Board of Assessors Minutes**  
**Tuesday, August 21, 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.

**Meeting Minutes:** Mr. Johnston reviewed the open and executive session minutes from the meeting of July 31, 2018 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:**

- **Reports:** The board reviewed the following monthly reports:
  - Building Permit Report (July): Ms. Bishop reported there was one new condo for the month of July with 7 year to date. It was noted many remodels, decks and insulation.
  - LA-3 Sales Report (July): The board members reviewed the highs and lows of the assessment to sales ratio (ASR). Ms. Bishop stated sale questionnaires are sent with hopes to gather more information on each sale
- **Directors Update:**
  - UMass Assessing Summer School: Ms. Bishop reported she attended the UMass Assessing Summer School and found it to be educational and informative. Day 1 was an IAAO class valuing all types of Personal Property from Mom & Pop businesses, corporation's right up to utilities. USPAP was on Day 2; Day 3 offered two half day classes Crashing to the Ceiling and Statutory Exemptions including the new "Brave Act" which is sitting on the Governor's desk awaiting signatures if it hasn't happened as of yet, Day 4 Valuing rent restrictive units has already proven valuable as I am valuing our latest Chapter 121A property going on the tax rolls, finishing the week with a class on new requirement on DLSGateway and upcoming FY2020 requirement for certification including delving deeper into the utilities companies personal property.
  - HHCAA Annual Summer Meeting: Ms. Bishop stated the office staff will be leaving at 2 p.m. on August 30, 2018 to attend this meeting. A Senior Work-off Abatement Participant (SWAP) will be covering the office.
  - What's New in Municipal Law Seminar: Ms. Bishop informed the board of the What's New in Municipal Law Seminar to be held in Holyoke at the Log Cabin on Thursday, October 4, 2018.
  - Vision National User Group 2018: Ms. Bishop shared with the board our software vendor is hosting their National User Group. This is a two day event and will be held on Thursday, October 4th and Friday, October 5th at Foxwoods Resort in Mashantucket CT. Ms. Bishop stated she is considering attending especially knowing we are upgrading to the next version of this software.

Mr. Grudgen made a motion to go into executive session at 4:48 p.m. to discuss an FY 17 Abatement application, some Appellate Tax Board Appeals, and discuss FY19 values of specific properties 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 5:45 p.m.

The board took no action on the FY17 Personal Property Abatement received from Mercy Medical Group on August 21, 2018. The assessors have no jurisdiction to act on this abatement at this point in time.

The next scheduled meeting of the Board of Assessors will be Tuesday, September 18, 2018 at 4:30 p.m.

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

Meeting adjourned at 5:45 p.m.

Respectfully Submitted,

J.W. Johnston  
Clerk of the Board

Documents Reviewed: Meeting Minutes; Building Permit Report; LA-3 Sales Report; Director's Update; Abatement Application; ATB Hearing Notices (2); Property Record cards.