



BOARD OF ASSESSORS

60 Center Square  
East Longmeadow MA 01028

TELEPHONE 525-5400 EXT. 1600

Martin J. Grudgen  
Christine M. Saulnier, MAA  
J. William Johnston

Diane L. Bishop, MAA  
Director of Assessing

Minutes  
Board of Assessors Meeting  
Tuesday, January 24, 2017 at 4:30 p.m.  
Town Hall, Assessors Conference Room

**Present:** Martin J. Grudgen, Chairman; Christine M. Saulnier, Assessor; 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.

**Meeting Minutes:** Mr. Johnston reviewed the open and executive session minutes from January 10, 2017 and found them to be in order as to form and content and moved they be accepted. Ms. Saulnier seconded. Motion passed 3-0.

**Administrative:**

1. **Warrant:** The board reviewed and signed the 2016 Motor Vehicle Excise Commitment 7.
2. **Director's Update:**
  - a. All recent Planning Board decision notifications.
  - b. FY18 certification process as begun with a review of all sales.
  - c. Conflict of Interest training with all paperwork due back by March 2017.
  - d. The town website is receiving a new look and will be going live January 27, 2017. Ms. Saulnier noted taxpayers can sign up for all press releases from the Assessing department if they sign up for the assessors webpage releases. Ms. Bishop stated although all press releases are put in a general newspaper, this is an additional way for taxpayers to be notified of the latest information from our department.
  - e. Annual town report for the Board of Assessors Office was reviewed. This report was sent to each board member prior to this meeting for for their review. The board approved the content of the report for submission with a couple of modifications.
3. **Correspondence:**
  - a. Excess Overlay Release Request-Ms. Menard, Town Accountant has requested the Assessors review their Overlay Reserve to determine what if any Excessive Overlay can be released. Ms. Bishop reminded the board of the new legislation allowing municipalities to combine each fiscal years Overlay Reserve accounts to one account. Ms. Menard's request was focused on outstanding liabilities for FY2004, 2005 and 2006. The board reviewed the Overlay Reserve Summary balances. Ms. Saulnier made a motion to release the balances and transfer the remaining amount after liability fiscal years 2004, 2005 & 2006 to transfer those fund to surplus. Grudgen seconded. Motion passed 3-0. The following is a breakdown by fiscal year:2004-\$49,012.88; 2005- \$33,501.50; 2006- \$38,144.71 totaling \$120,656.09.

- b. Notification-Civic Plus-Ms. Bishop shared with the board of a conversation with a taxpayer who felt this office should provide personal notices relating to increase in valuation and taxes. Moments earlier the board discussed the new Website and the ability for taxpayers to sign up for all notices and press release. The board agrees this office must be consistent and equitable and provide information in the most cost effective way to the general public.
- c. MAAO Winter Meeting- Meeting to be held on March 1, 2017 in Randolph. Ms. Saulnier and Ms. Bishop expressed interest in attending. If any other board member wishes to attend it is important to notify Ms. Bishop to be registered.
- d. HHCAA Roundtable Discussion-Ms. Bishop shared a Roundtable Discussion notice received today. DOR and MAAO are working together to reach out to assessors seeking ideas and comments on multiple valuation topics. Ms. Bishop and Ms. Saulnier will attend on Friday, February 3, 2017 at 10:00 a.m.

Mr. Grudgen moved to go into executive session at 4:50 p.m. review FY17 Statutory Exemptions, FY17 Real Estate Abatements and other valuation issues and a Chapter 61A Application stated we will not be returning to open session. Ms. Saulnier seconded. The following roll call was taken. Christine Saulnier, Yes; Bill Johnston, Yes; Martin Grudgen, Yes.

Respectfully Submitted,

J.W. Johnston  
Clerk of the Board

Documents Reviewed: Meeting Minutes; Motor Vehicle Excise Warrant; Director's Update, Annual Town Report Submission; Correspondence and Educational Meeting Notices (2)