

Board of Assessors Minutes
Wednesday, March 17, 2021 at 4:30 p.m.
East Longmeadow, MA – via-Zoom Webinar

Present: Martin 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. Chairman Grudgen stated this meeting is being recorded on Zoom and is live-streaming on Facebook and will be on ELCAT's YouTube 01028.

Meeting Minutes: Mr. Johnston reviewed the minutes from the meetings of February 17, 2021 and March 3, 2021 and found them to be in order as to form and content and moved they be approved. Ms. Ghedini seconded. Roll call vote: Mr. Johnston, Yes, Ms. Ghedini, Yes, Mr. Grudgen, Yes. Motion passes 3-0.

Administrative:

Reports: The board reviewed the following monthly reports and Chairman Grudgen made a motion to approve by roll call vote for each report which requires signatures: Mr. Johnston, Yes, Ms. Ghedini, Yes, Mr. Grudgen, Yes. Motion passes 3-0.

- MVE Abatement Report (February) 2020 & 2021- \$15,313.91
- FY21 Exemption Report (February) - \$2,800 & (CPA Exempted \$28)
- FY21 RE Abatement Report (February) - \$8,600.91 & (CPA Exempted \$82.72)
- FY21 PP Abatement Report (February) - \$4,892.24
- Accounting Notice (February) -\$42,088.24
- LA-3 Sales Report (February): The board members reviewed the LA-3 and noted the ASR's continues to be below the acceptable levels for certification. Mr. Johnston noted the \$1,500,000 sale on Grove Street sale where there is a proposed self-storage facility to be built.
- BP Report (February): Ms. Bishop stated new construction is at one new condo so far since the beginning of the new year. Mr. Grudgen mentioned he reviewed the permit for the Tesla Solar project and was impressed with the information but surprise there was only a 25 year warranty.
- Director's Report:
2021 Motor Vehicle Excise Bills: Ms. Bishop mentioned at the last meeting the large amount of calls we received regarding either receiving a bill from the Town of East Longmeadow but they never lived here or East Longmeadow residents receiving excise bills from other municipalities even though they do live here. Ms. Bishop attempted to reach out to the RMV Registrar by email to determine if there was an issue with the files received from the RMV. Although no response has been received as of yet, this office did received a RMV Alert stating the RMV discovered a garaging address issue that occurred with many of the garage addresses in the 2021 Run 1 Excise Tax Commitment file. Apparently, an error occurred when the RMV processed a file from the National Change of Address (NCOA). Due to this error, the RMV plans to delay sending Commitment 2, which was expected last week and will combine it with Commitment 3 due to be sent in May. The RMV planned on sending out the last commitment of 2020 and was received over this past weekend.

Income and Expense Forms: The annual I & E forms have been mailed to all commercial and industrial property owners, inclusive of mixed use properties and apartments. These forms are due back within 60 days or May 15, 2021 to avoid a penalty fee. The I & E mailer requests income and expense information on commercial, industrial and residential apartment properties to help this office determine equitable values for assessment purposes. This request is for income and expense information relative to the operation of real estate and not the business use with the real estate.

Ms. Bishop explained when determining income producing property values, the Board must weigh financial as well as physical attributes to ensure the development of a sound basis to estimate the income approach to value. This information is used to determine 'market' income and expense levels for commercial and industrial properties and apartments. As a reminder to all C & I property owners, all information listed on the forms is confidential is not available to the public for inspection.

Commercial & Industrial Property Inspections: Currently, this office is working on visiting all C & I properties to complete our cyclical inspection program as required by DOR/DLS prior to our FY 2023 Recertification. There are approximately 320 properties to be inspected. This will also assist us in determining

the vacancy rate within the business community. Ms. Bishop posted a notice on this inspection program on the Town website and notified the police department of this activity.

Multifamily homes: All two & three family home owners were sent a data mailer requesting confirmation of the interior information of these properties. Due to the ongoing pandemic, we are attempting to minimize the risk to property owners and assessor's staff by requesting the interior information via this data mailer. In order to encourage the ease of returning the information, a SASE was included along with the assessors-staff email address as different options to return. Providing this information is returned, it will negate the need for interior inspection. These properties will still be visited for exterior information, measurements and a photograph to update the PRC.

Both of these inspection programs should be completed within the next two months, just in time to begin the new construction/building permitted property inspections! Any property that took out a building permit between the timeframe of July 1, 2020 through June 30, 2021 should expect an inspection visit. Some properties with older building permits where the construction was not complete as of June 30, 2020 should also anticipate an inspection visit to determine the percentage of completion.

Mr. Grudgen made a motion to go into executive session at 4:41 p.m. to review the FY21 Exemption Applications, FY21 Abatement Applications and ATB Updates to return to open session 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 5:13 p.m. to record our votes taken in Executive Session.

The following list is the votes of the Board of Assessors on all FY21 Exemption and Abatement applications put before them requiring a roll call vote: Mr. Johnston, yes; Ms. Ghedini, yes; Mr. Grudgen, yes.

Parcel ID #	Location	Abt /Exemption	Clause	Date	Vote
49-70-14	24 Hillside Dr	Exemption	41C	3-17-2021	Granted
95-33-1	7 Ainslie Dr	Exemption	22	3-17-2021	Granted
48-74-4	79 Porter Rd	Exemption	41C	3-17-2021	Granted
46-8-15	14 Theresa St	Exemption	41C	3-17-2021	Granted
12A-46-30	65 Lasalle st	Abatement	59	3-17-2021	Granted
27-24-A-1	45 Crane Av	Abatement	59	3-17-2021	Denied
14-13-0	294 North Main St	Abatement	59	3-17-2021	Denied

The next regularly scheduled meeting of the Board of Assessors will be held on Wednesday, April 21, 2021 at 4:30 p.m. via Zoom.

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

Meeting adjourned at 5:15 p.m.

Respectfully Submitted,

J.W. Johnston
Clerk of the Board

Documents Reviewed: Minutes; FY21 Exemption/Abatement Reports (4); Accounting Notice; LA-3 Sales Report; Building Permit Report; Directors Report; FY21 Exemption Applications, FY21 Abatement Applications, ATB documents.