

**Board of Assessors Minutes**  
**Wednesday, April 13, 2022 at 4:30 p.m.**  
**Assessors Conference Room, 60 Center Square, East Longmeadow, MA**

**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. Mr. Grudgen stated in accordance with M.G. Laws Chapter 30A, Section 20, this meeting is being not being recorded ELCAT. This meeting is being recorded by our office.

**Meeting Minutes:** Mr. Johnston reviewed the minutes from the meeting held on March 9, 2022 and March 22, 2022 and found them to be in order as to form and content and moved they be accepted. Mr. Grudgen made a motion to accept. Ms. Ghedini seconded. Motion passes 3-0.

**Administrative:**

**Warrants:**

**Reports:** The board reviewed and signed when necessary the following monthly reports:

- Motor Vehicle Excise Abatement Report for March (2020, 2021 & 2022)-\$12,828.69
- FY2022 Real Estate Exemption Report (March)-\$9,700 (CPA Exempted-\$97)
- FY2022 Real Estate Abatement Report (March)-\$19,995.80 (CPA Abated-\$199.96)
- FY2021 Real Estate Abatement Report (March)-\$14,742 (CPA Abated-\$147.42)
- LA-3 Sales Report for the month of March: Mr. Grudgen mentioned there is a sale coming up which most realtors are shocked at the price considering the limited renovations. Grudgen also asked about a sale on Maple Ct. which appears to be the same buyer who has been purchasing the surrounding properties. Also noted was the low ASR's which are dropping to the high .70 ratios. Ms. Bishop shared some information on the properties with a higher ASR's.
- Building Permit Reports months of February and March: Ms. Bishop stated in the last two months there were four new dwelling permits. Ms. Ghedini asked about the two demolitions on the report with Ms. Bishop filling the board in on what is currently happening at these two properties.
- Director's Report:
  1. **FY23 Form of List:** Currently the FY2023 Form of Lists are being entered into the CAMA system. This is labor intensive especially trying to interpret handwritten forms!! This is becoming more difficult each year, due to the handwriting, size of spreadsheet fonts or just lack of information. Ms. Bishop stated we need to find a way to provide a format that is easy for the taxpayer to fill out and easy for the assessing staff to read and interpret the information. The board discussed ways to encourage taxpayers to file timely and accurately, it was also discussed if there is a penalty charge we could assess. Also mentioned, the possibility to increase the Small PP Exemption amount.
  2. **Recertification Year 2023:** Our DOR Field Advisor will be in our office tomorrow to pick up property record cards to begin her data quality study which is the first step of the recertification. The data quality study will involve our advisor reviewing data information from the street to ensure our data meets the standards for recertification. The PRC cover residential, condos, 2 & 3 family homes, vacant land, mixed use, commercial & industrial, tax exempt and personal property cards on all types of businesses. Included in this review are any employees within this office who lives in East Longmeadow.

Our consultant has completed an initial review of calendar year 2020 & 2021 sales. The median for single family home stands at an ASR of .87. A review of

these sales will take place next to ensure all information is accurate. Once complete, a second review of these same sales will take place.

A Data Collection Manual was updated as now a part of the recertification requirements. Again labor intensive but a useful guide for current and future data collectors and staff.

Residential Condos are due to be inspected, with a data mailer to be sent to each owner with a follow up exterior review and photographs taken. This is anticipated to take place within the next few months.

**FY2023 Income and Expense forms:** These forms have been mailed to all commercial/industrial real property owners. It is extremely important to provide the best information to assist this office in determine fair & equitable assessment for all commercial properties. The forms were sent on March 15<sup>th</sup> and will be due back on or about May 15<sup>th</sup>.

Mr. Grudgen made a motion to go into executive session at 5:10 p.m. to discuss MVE Abatement Applications, RE Abatement and Exemption applications, ATB appeals only 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. Motion passes 3-0

The board returned to open session at 5:36 p.m. to record our votes as follows:

The following list is the votes of the Board of Assessors on all Motor Vehicle applications put before them. A motion was made by Mr. Grudgen and seconded by Ms. Ghedini. Motion passed 3-0.

Year	Bill# or Plate	Name	BOA Action
2022	Section 8 Plate	Graziano Bros.	Granted

The following list is the votes of the Board of Assessors on all RE Statutory exemption applications put before the board. A motion was made by Mr. Grudgen and seconded by Ms. Ghedini. Motion passed 3-0.

	Parcel ID	Location	Abt/Exemption	Clause	Date	BOA Action
1	55-15-7C	167 Pease Rd	Exemption	22	4-13-2022	Granted
2	95-33-1	7 Ainslie Dr.	Exemption	22	4-13-2022	Granted
3	89-18-14	140 Sanford St	Exemption	22E	4-13-2022	Granted
4	84-33-55	46 Sutton Pl	Exemption	22	4-13-2022	Granted
5	20-13-9	39 Canterbury Cr	Exemption	22	4-13-2022	Granted
6	17-56-16	25 Knollwood Dr	Exemption	22E	4-13-2022	Granted
7	56-19-9	68 Favorite Ln	Exemption	22	4-13-2022	Granted
8	54-5-49	64 Lee St	Exemption	22	4-13-2022	Granted
9	48-74-4	79 Porter Rd	Exemption	41C	4-13-2022	Granted

10	6-24-20	18 Burt Av	Exemption	41C	4-13-2022	Granted
11	4-70-25	42 Cooley Av	Exemption	22	4-13-2022	Granted
12	26-115-7	43 Elm St	Exemption	41C	4-13-2022	Granted
13	85-22-43	17 Holland Dr	Exemption	41C	4-13-2022	Granted
14	15A-17-515	31 Voyer Av	Exemption	22	4-13-2022	Granted
15	37-38-0	222 Pleasant St	Exemption	41C	4-13-2022	Denial
16	77-68-8	15 Rolling Meadow Ln	Exemption	22	4-13-2022	Granted
17	23-33-12	65 Harwich Rd	Exemption	41C	4-13-2022	Denial
18	28-54-20	9 Crescent Hill	Exemption	37A	4-13-2022	Granted
19	2C-18-355	15 Lull St	Exemption	41C	4-13-2022	Granted
20	27-115-3	52 Somers Rd	Exemption	22	4-13-2022	Granted
21	6-84-13	16 Lori Ln	Exemption	22	4-13-22	Denial
22	24-144-0	202 Elm St	Exemption	41C	4-13-22	Denial
23	58-55-1	799 Parker St	Exemption	41C	4-13-22	Denial

The following list is the votes of the Board of Assessors on all RE Abatement applications put before the board. A motion was made by Mr. Grudgen and seconded by Ms. Ghedini. Motion passed 3-0.

	Parcel ID	Location	Abt/Exemption	Clause	Date	BOA Action
1	63-15-24	106 Fernwood Dr	Abatement	58/8	4/13/22	Granted
2	PP#2182	Ascent Laser	Abatement	59	4/13/22	Denied
3	PP#2182	Ascent Laser	FY21 –ATB	59	4/13/22	Granted
4	PP#2183	Ascent Dental	FY21 –ATB	59	4/13/22	Granted
5	PP#2183	Ascent Dental	Abatement	59	4/13/22	Granted

The next regularly scheduled meeting of the Board of Assessors will be held on Wednesday, May 25, 2022 at 4:30 p.m.

Mr. Grudgen 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: Minutes; MVE Abatement Report; RE Exemption Report; RE Abatement Report, LA-3 Sales Reports; Building Permit Reports; Director’s Report; MVE Abatement application; RE Exemption and abatement applications, ATB documents.