

Board of Assessors Minutes
Wednesday, May 17, 2023 at 4:30 p.m.
Conference Room, 382 North Main St, Suite 205, East Longmeadow, MA

Present: Martin Grudgen, Chairman; Marilyn Ghedini, Assessor and Diane Bishop, Director of Assessing

Chairman Grudgen called the meeting to order at 4:30 p.m. Chairman Grudgen stated in accordance with M.G. Laws Chapter 30A, Section 20, this meeting is being recorded ELCAT and our office.

Meeting Minutes: Ms. Ghedini reviewed the minutes from April 19, 2023 and found them to be in order and moved they be accepted. Chairman Grudgen made a motion to accept. Ms. Ghedini seconded. Motion passes 2-0.

Administrative:

Warrants: The board reviewed and signed the following warrants:

- FY23 Supplemental Tax-2 Warrant-\$5,683.46
- FY23 Supplemental Tax-2 CPA Warrant-\$56.45
- 2023 Motor Vehicle Excise Commitment 3 -\$145,059.95

Reports: The board reviewed and signed the following monthly reports:

- Motor Vehicle Excise Abatement Report for April (2021, 2022-2023)-\$10,910.58
- FY23 Statutory Exemption Report for April -\$150,799.86 - CPA \$167.80
- Notice to Accounting for May-\$150,799.86
- LA-3 Sales Report for the month of April: Chairman Grudgen mentioned many ASR's in the 70's and 80's this month. This means the sales are still coming in higher than our FY 2023 new assessments. Also noted, one sale with an ASR over 1, is an older home with plans for a total renovation.
- Building Permit Report for the month of April: Chairman Grudgen stated there were no new dwelling again this month. Grudgen also mentioned a second tract of land on Parker Street was recently purchased. There is a potential for a new subdivision in the future. Ms. Bishop stated in the first 4 months of the new year there are only 2 new dwelling permits. Chairman Grudgen stated the report contains the usual renovations, solar & roofs, noting it is very rare that we do not have one new dwelling, which is not good for new growth. Ms. Ghedini questioned if it was due to lack of vacant land with Grudgen stating they are building but it is more spot building.
- Director's Update:
- **FY24 Form of List:** I am currently working on updating the personal property accounts for FY 24. Again this year the response to this required annual filing is low and the information provided in many cases is questionable. The next step for FY24 business personal property accounts will be to visit any new business for personal property assets inspection. This most likely will happen over the summer. As required by DOR, the 50/50 blended Utility valuation will be completed by our consultant prior to the Interim Adjustment. The Central Values for telephone and pipeline companies provided by the Commissioner of Revenue are generally available around June 15th.
- **Building Permits:** We are getting ready to begin our annual building permit inspections. This year we have approximately 475 open building permits! Prior to starting our FY24 interim adjustment of values we must visit all properties with open permits and then complete the data entry to update all properties. Once this is complete we will be able to determine any new growth for FY2024. Our data collector will be out most likely during the month of June. The Director of Assessing and or Assistant Assessor will also be reviewing permits.
- **FY2024 Income and Expense forms:** The due date for the FY2024 Income and Expense forms was this past Monday. If a commercial property owner has not submitted their form as of yet, I encourage them to complete and submit as quickly as possible. The information provided assist this office as we are revaluing our commercial and industrial properties as part of our annual review. There is a penalty fee added to tax for non-filing.

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- **Cyclical Inspections:** As part of the required cyclical inspection program, we will continue to visit properties as required by DOR. There are a handful of properties that have not been visited along with starting the 10 year cycle again!
- **Relocation of Assessor's Office:** As you know, the Assessor's office has been relocated to 382 North Main Street Suite 205. It has been an adjustment like any move and still working out the issues you run into when relocating! I would like to stress to residents, the Assessor's office is responsible for and handles such items as valuations, abatements, exemptions, etc. If you need assistance with an assessing item, we are now located at 382 North Main Street.

Payment of taxes falls under the Collector's office. The Collectors office is still at the Town Hall in the center of town. Both the Collector and Director of Assessing are developing an insert for all tax bills to help taxpayers understand what each office is responsible for so they know which building to visit. Lastly, it is important to know all mail still should be directed to 60 Center Square as we are not receiving mail here.

Schedule of Uncollectibles: Each year the Tax Collector requests of the Board of Assessors to abate boat, auto and or personal property accounts that are outstanding. It is noted, these accounts remain with the Deputy Collector or marked at the RMV, but in order to clear our books they must be abated within our financial software system. The board reviewed and signed the following:

- 2011 Uncollectible Boat Excise in the amount of \$31.00
- 2012 Uncollectible Boat Excise in the amount of \$40.00
- 2013 Uncollectible Boat Excise in the amount of \$15.00
- 2010 Uncollectible Motor Vehicle Excise in the amount of \$3,626.57
- 2008 Uncollectible Personal Property in the amount of \$1,044.38
- 2010 Uncollectible Personal Property in the amount of \$565.11
- 2008 Uncollectible Personal Property in the amount of \$1,572.47

Chairman Grudgen stated our next meeting is planned to be held on June 28, 2023 at 4:30 pm.

Chairman Grudgen made a motion to go into executive session at 4:50 p.m. to review Motor Vehicle Excise and an ATB update only to return to open session to record any votes if warranted and adjourn. The following roll call was taken. Ms. Ghedini, Yes; Mr. Grudgen, Yes. Motion passes 2-0

The board returned to open session at 5:20 p.m.

Chairman Grudgen made a motion to adjourn at 5:22 pm. Ms. Ghedini seconded. Motion passed 2-0.

Respectfully Submitted,

Marilyn Ghedini
Assessor

Documents Reviewed: Minutes; Warrants (3) MVE Abatement Report; RE Statutory Exemption Report; Notice to Accounting; LA-3 Sales Report; Building Permit Report; Director's Update; Schedule of Uncollectible (7).