

**Board of Assessors Minutes**  
**Wednesday, May 19, 2021 at 4:30 p.m.**  
**East Longmeadow, MA – via-Zoom Webinar**

**Present:** Marilyn Ghedini, Assessor; J. William Johnston, Clerk of the Board and Diane L. Bishop, Director of Assessing

**Absent:** Martin Grudgen, Chairman

Mr. Johnston called the meeting to order at 4:30 p.m. stating 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 meeting of April 21, 2021 and found them to be in order as to form and content and moved they be approved. Ms. Ghedini seconded. Roll call vote: Ms. Ghedini, Yes, Mr. Johnston, Yes. Motion passes 2-0.

**Administrative:**

**Warrants:** The board reviewed the following warrants and Mr. Johnston made a motion to approve the warrants by roll call vote: Ms. Ghedini, Yes, Mr. Johnston, Yes, Motion passes 2-0.

- FY21 Supplemental Real Estate Tax Warrant -\$15,965.22
- FY21 Supplemental CPA Surcharge Warrant-\$157.62
- 2021 MVE Commitment 2 Warrant-\$467,724.72
- 2021 MVE Commitment 20 Warrant-\$345.20
- 2020 MVE Commitment 8 Warrant-\$5.00

**Reports:** The board reviewed the following monthly reports and Mr. Johnston made a motion to approve by roll call vote for each report which requires signatures: Ms. Ghedini, Yes, Mr. Johnston, Yes, Motion passes 2-0.

- MVE Abatement Report (2) (April) 2020 & 2021- \$5,959.06
- FY21 Exemption Report (April) - \$4,600 & (CPA exempted \$46)
- FY21 RE Abatement Report (April) - \$31,895.37 & (CPA abated \$318.96)
- FY20 RE Abatement Report (April) - \$3,411.51 & (CPA abated \$34.12)
- LA-3 Sales Report (April): The board members reviewed the LA-3 Sales report. Ms. Bishop noted the ASR's continue to be in the mid eighty's which is below the acceptable levels for certification.
- BP Report (April): Ms. Bishop stated we received 2 new condo permits and 7 new single family dwelling permits totally nine in the month of April and 14 year to date.
- Director's Report:
  - **Income and Expense Forms:** The Income and Expense forms mailed on March 15, 2021 were due back to this office by May 15, 2021. If a commercial or industrial property owner has not submitted their I & E as of yet, they are encouraged to comply in order to avoid a penalty.
  - **Commercial & Industrial Property Inspections:** These inspections have been completed and in the process of data entering. Once all information is updated a review of values and information gained from the I & E will assist us as we enter the FY22 valuation phase.
  - **Multifamily homes:** The multi-family homes and 109's have had their inspections and data mailers sent with still holding at a 505 return rate. Again, these values like the C & I will be reviewed once updated and recalculated in the CAMA system as we move into the FY22 valuation phase.
  - **RFP for FY 22, 23, 24:** As stated in the last Director's update a RFP for Valuation Services went out to bid on April 26, 2021 with last Friday, May 14th at 2 p.m. The bids were opened on May 17, 2021 at 2 pm. The Municipal Finance Director will vet the bid proposals prior to awarding the contract.

- o **Building Permits:** This office is entering the building permit inspection period. There are approximately 550 permit visit to be completed. Any additional value due to the new construction will become part of the new growth for FY 2022.
- o **MVE COMMITMENT (2 & 3):** This office received the long awaited MVE Commitment #2 along with #3. After the RMV found there was an issue with garage coding after importing a file from the National Change of Address (NCOA). The bills associated with this file will be uploaded and sent to the Collector as soon as possible. Our goal is to issue the bills and anticipate a due date prior to June 30, 2021.
- o **Reopening Town Offices:** There is a preliminary plan to begin to reopen the town buildings on a staggered schedule. The Town Manager plans to announce this in the near future. The employees and visitors will continue to wear masks and practice social distancing. In offices such as our.....with limited customer service area space, only one visitor will be allowed in the office at a time. The office still encourages taxpayers and visitor to conduct as much business as possible via telephone, email and utilizing the drop box for applications etc.

**3. Chapter 61A Rollback Tax (54-6-0):** This partial rollback tax (\$192.07) is for a small section of a larger tract of land. The main parcel has not been classified under Chapter 61A or received the benefits since FY2017 with this being the last fiscal year any rollback tax can be collected. Mr. Johnston made a motion to approve by roll call vote: Ms. Ghedini, Yes, Mr. Johnston, Yes. Motion passes 2-0.

**4. FY22 Omitted and Revised Assessment Report:** This annual report captures all omitted and revised tax and values along with any rollback taxes collected within the fiscal year. During FY 2021 there were two additional items; \$1,797.99 PP tax & \$192.07 rollback tax. This report is entered through the DLSGateway System. Mr. Johnston made a motion to approve by roll call vote: Ms. Ghedini, Yes, Mr. Johnston, Yes. Motion passes 2-0.

Mr. Johnston made a motion to go into executive session at 4:45 p.m. to review a Motor Vehicle Excise Abatement, FY21 Exemption Applications, FY21 Abatement Application and ATB Updates to return to open session to record our votes and adjourn. The following roll call was taken. Ms. Ghedini, Yes, Mr. Johnston, Yes. Motion passes 2-0

The board returned to open session at 4:55 p.m. to record our votes taken in Executive Session.

The following list is the votes of the Board of Assessors on all Motor Vehicle applications put before them requiring a roll call vote: Ms. Ghedini, yes; Mr. Johnston, yes. Motion passes 2-0

Year	Bill# or Plate	Name	BOA Action
2021	715	Bartolo	Denied

The following list is the votes of the Board of Assessors on all FY21 Exemption applications put before them requiring a roll call vote: Ms. Ghedini, yes; Mr. Johnston, yes. Motion passes 2-0.

Parcel ID #	Location	Abt /Exemption	Clause	Date	Vote
95-9-2	8 Ainslie Dr	Exemption	17D	5/19/21	Granted
14-3-16	16 Westwood Ave	Exemption	41C	5/19/21	Granted

The next regularly scheduled meeting of the Board of Assessors will be held on Wednesday, June 16, 2021 at 4:30 p.m. This meeting is anticipated to be held in the Assessors Conference Room in the Town Hall due to the Governor's Emergency orders ending on June 15, 2021.

Mr. Johnston made a motion to adjourn. Ms. Ghedini seconded. Motion passed 2-0.

Meeting adjourned at 5:00 p.m.

Respectfully Submitted,

J.W. Johnston  
Clerk of the Board

Documents Reviewed: Minutes; Warrants (5) MVE Abatement Report (2); FY21 Exemption/Abatement Reports (3); LA-3 Sales Report; Building Permit Report; Directors Report; Rollback Tax; FY22 Omitted and Revised Report; Motor Vehicle Abatement Application; FY21 Exemption Applications; FY20 ATB document.