

**Board of Assessors Minutes**  
**Wednesday, May 25, 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 recorded by ELCAT and our office.

**Meeting Minutes:** Mr. Johnston reviewed the minutes from the meeting held on April 13, 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:**

**1. Warrants:**

- 2022 Motor Vehicle Excise Commitment 2-\$236,513.66
- 2021 Motor Vehicle Excise Commitment 7-\$21.93
- 2020 Motor Vehicle Excise Commitment 23-\$66.68
- 2022 Motor Vehicle Excise Commitment 3-\$143,252.60
- FY22 Supplemental #2 Real Estate \$13,759.21
- FY22 Supplemental #2-CPA-\$130.34

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

- Motor Vehicle Excise Abatement Report for April (2021 & 2022)-\$6,018.60
- Revised FY2022 Real Estate Exemption Report (March)-\$11,617.69 (CPA Exempted-\$112.90)
- FY2022 Real Estate Exemption Report (April)-\$9,000 (CPA Abated \$90.00)
- FY2021 RE Supplemental Abatement Report- (April)-\$144.52 (CPA Abated \$1.45)
- FY22 Personal Property Abatement Report--\$7,087.30
- FY21 Personal Property Abatement Report ATB- \$9,565.45
- Notice of Commitment Reports-March -\$236,602.27 and May \$157,142.15
- LA-3 Sales Report for the month of April-Grudgen mentioned the number of sales have gone way down with the ASR continuing to drop indicating the higher sales prices. There were some questions from the board on a couple of sales which needs additional information.
- BP Report for the month of April: Ms. Bishop stated there was one new dwelling for the month of April with a total of 5 new dwelling year to date through the end of April. It was also noted the number of above ground pools this month.
- Director's Report:
  - a. **FY23 Form of List:** The FY23 Forms of List have been entered. Sad to say, the response to this required annual filing is low and the information provided in many cases is questionable. The last step for FY23 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 within the next few weeks. The Central Values for telephone and pipelines companies provided by the Commissioner of Revenue are generally available around June 15th.
  - b. **Building Permits:** We are gearing up to start our building permit inspections.....this year we have approximately 650 open building permits! Prior to starting our certification 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 FY2023. Our data collector will be out most likely during the month of June. The Director of Assessing and or

Assistant Assessor will also be out and about reviewing many permits to update the data and photos.

- c. **Recertification Year 2023:** Our recertification is now in full force. Our DOR Field Advisor has been out reviewing approximately 250 properties for data quality study. Once the building permit inspections are completed and entered our consultant will begin the review of cost, depreciation and land tables along with the review of current residential market sales and commercial sales and rental market which will assist in establishing the FY23 values
  - d. **FY2023 Income and Expense forms:** The due date for the FY2023 Income and Expense forms was May 15, 2022. 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 the recertification. Please note, there is a penalty fee added to tax for non-filing.
  - e. **Cyclical Inspections:** As part of the required cyclical inspection program, we are continuing our cyclical inspections concentrating on our residential condos. A data mailer was sent out to all condo owners at the Elms and the Fields to update any information on file. Again, as the pandemic continues to have surges we are relying on taxpayers to assist us by updating interior information. In the near future, we will be reviewing the exteriors to ensure data is accurate. So far the response to these data mailers have been great!
3. **Farmland Recommended Values for FY 23:** The Farmland Valuation Advisory Commission has adopted a range of recommended agricultural, horticultural and forest land use values for FY2023. Ms. Bishop stated historically the Board of Assessors has voted to adopt the average rating under the Productivity Based on Dominate Soil Rating. Mr. Grudgen made a motion to adopt the "average" soil rating for FY2023. Ms. Ghedini seconded. Motion passed 3-0.
  4. **FY23 Omitted and Revised Assessment Report:** This annual report captures any omitted and revised tax and values along with any rollback taxes collected within the fiscal year. This report must be submitted prior to June 30, 2022 regardless if we have no omitted or revised or rollbacks to add, which is the case. The board signed the document. Ms. Bishop will sign on behalf of the board in DLSSGateway.
  5. **Exemptions-Reports for State Reimbursements:** The board reviewed and signed the following reports in order to receive reimbursement from the State:
    - MSM-1 Report for State Reimbursement
    - FY22 Veterans Exemption Report for State Reimbursement
    - FY22 Authority to Abate Under Ch. 59 Section 5 Clause 22F for State Reimbursement

Mr. Grudgen made a motion to go into executive session at 4:50 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 5:25 p.m.

The next regularly scheduled meeting of the Board of Assessors will be held on Wednesday, June 22, 2022 at 4:30 p.m.

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

Meeting adjourned at 5:25 p.m.

Respectfully Submitted,

J.W. Johnston  
Clerk of the Board

Documents Reviewed: Minutes, Warrants (6); MVE Abatement Report; RE Exemption Reports (2); RE Abatement Report; PP Abatement Reports (2); Notice to Accounting (2), LA-3 Sales Report; Building Permit Report; Director's Report.