

Board of Assessors Minutes
Wednesday, June 16, 2021 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

Chairman Grudgen called the meeting to order at 4:30 p.m. stating we are now back meeting in person!

Reorganization of the Board of Assessors: Mr. Johnston made a motion to nominate Mr. Grudgen to remain as Chairman of the Board, Ms. Ghedini seconded. Motion passed 3-0. Mr. Grudgen made a motion to nominate Mr. Johnston to remain as Clerk of the Board. Ms. Ghedini seconded. Motion passed 3-0.

Meeting Minutes: Mr. Johnston reviewed the minutes from the meeting of May 19, 2021 and found them to be in order as to form and content and moved they be approved. Ms. Ghedini seconded. Motion passes 3-0.

Administrative:

Warrants: The board reviewed and signed the following monthly warrant:

- FY22 Preliminary Real Estate Tax Warrant-\$21,488,318.34
- FY22 Preliminary CPA Tax Warrant-\$151,899.80
- FY22 Preliminary Personal Property Warrant-\$808,733.59

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

- MVE Abatement Report (May) 2020 & 2021- \$4,020.26
- FY21 Exemption Report (May) - \$780.93 & (CPA exempted \$7.81)
- Notice of Commitment to Accountant-\$484,084.83
- LA-3 Sales Report (May): The board members reviewed the LA-3 Sales report. Mr. Grudgen noted the ASR's continue to be below the acceptable levels for certification. Also noted the home sales in Hampden County has increased 16% from last May to this May.
- BP Report (May): Ms. Bishop stated we received 2 new condo permits and 1 new single family dwelling permits totally three in the month of May with 19 year to date.
- Director's Report:

Town Offices: The Town offices opened back up to the public on Monday, June 7, 2021. Our staff is available for in person customer service as well as offering to continue to utilize mail, email, fax and the ability to drop off documents in the lockbox!

Assessors Meetings: Good bye Zoom, frozen screens and technical issues! We are back in person with our Board of Assessors meetings. I am unsure of the board's pleasure regarding the night our meetings will be held. Previously we always met on Tuesday's but due to the Zoom license and other meetings happening simultaneously, we moved to Wednesday's.

Building Permits: Building permit inspections has begun. Any property with a building permit issued on or after July 1, 2020 will receive a visit to determine any improvements as a result of the permit. Some properties with older building permits, where the construction was not complete as of June 30, 2020 will also be visited. These inspections should be completed by the end of June.

RFP for FY 22, 23, 24: Municipal Finance Director Steve Lonergan put out a Request for Proposal (RFP) for Valuation Services for FY22, 23 & 24. The proposals received were vetted by a two person committee consisting of Lonergan and Keri-Ann Wenzel, Assessing Administrative Assistant. On June 9, 2021, Lonergan sent an award letter to our current vendor. Contracts will be drawn up and we will continue to prepare for our upcoming Interim and Recertification of Values.

Staff vacancy: Keri-Ann Wenzel has decided to take an Assistant Assessor position in her hometown. It has been a pleasure working with Keri-Ann and I will truly miss her daily friendship, knowledge and dedication to our town and taxpayers.

3. 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
- FY21 Veterans Exemption Report for State Reimbursement
- FY21 Authority to Abate Under Ch. 59 Section 5 Clause 22F for State Reimbursement

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

Mr. Grudgen made a motion to go into executive session at 4:50 p.m. to discuss the FY19, FY20, FY21 ATB Updates only to return to open session 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 4:15 p.m.

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; Warrants (3) MVE Abatement Report; FY21 Exemption Reports; Notice of Commitment to Accountant; LA-3 Sales Report; Building Permit Report; Directors Report; State Reimbursement Reports (3); ATB documents.