October 28, 2019

Minutes of meeting of October 28, 2019. Meeting was called to order at 10:07 a.m. Present at meeting were Mr. Kevin Taugher, Ms. Lynn Masson, Mr. Thomas Reidy and Mrs. Melissa Couture Rimbold. Also in attendance was Roy Bishop of Bishop & Associates.

Ms. Masson made a motion to accept the minutes from the meeting of September 23, 2019 as written. Mr. Reidy seconded the motion. Motion passes 3-0.

Mrs. Couture Rimbold informed the board that there are the following bills for payment:
- CAI, $531.25 for map maintenance, quarterly bill
- Turley Publications, $251.93 for legal notice
- Bishop & Associates, $14,500, Initial payment for FY2020 revaluation work

Ms. Masson made a motion to approve the bills payable as presented totaling $15,283.18. Motion seconded by Mr. Reidy. Motion passes 3-0.

Old Business:
Mrs. Couture Rimbold stated that the exemption analysis is still a work in progress.

New Business:
Mrs. Couture Rimbold provided the board with the monthly abatement report for September. She stated there is one (1) report as follows:
- 2019 motor vehicle excise, 46 transactions totaling the amount of $5,074.58

Ms. Masson made a motion to approve the monthly abatement report for September as presented. Motion seconded by Mr. Reidy. Motion passes 3-0.

Mrs. Couture Rimbold presented the board with an application for charitable exemption for fiscal 2020 for Center for Human Development for property located at 51 Old Lyman Road. She discussed her research of the organization as well as how other communities have treated properties within their jurisdiction of the same use. Ms. Masson made a motion to approve the charitable exemption for Center for Human Development commencing in fiscal 2020. Mr. Reidy seconded the motion. Motion passes 3-0.

Mrs. Couture Rimbold asked the board to sign the certificates for mailing.

Mr. Bishop then informed the board of the proposed changes pursuant to the sales analysis for fiscal 2020. The sales utilized in the analysis are from calendar year 2018 and in certain circumstances both calendar years 2018 and 2017. He stated regionally the average increase in valuations is around 5%. Overall the town is seeing an increase of 4% however different classes of property will see different changes. Mrs. Couture Rimbold offered that the condominium and two family classes of properties, for example, are going up 6% while apartments are going up by 3% and single families are increasing by 4%. These percentages are based on the entire class and not an individual property value which may vary, she explained. She and Mr. Bishop explained that all necessary reports have been submitted for review to the Department of Revenue (DOR). Once preliminary certification is granted a five (5) day public disclosure period will transpire prior to submitting for final certification. Once final certification is received, the classification hearing can be held, which is tentatively scheduled for December 3 with the Selectboard and Fire District Prudential Committees. Mr. Taugher requested that a spreadsheet of the
community be sent to the board showing the prior year’s valuation and the new proposed valuation for FY2020. Mrs. Couture Rimbold stated she would do so. The board thanked Mr. Bishop for his time.

Associate Assessor report:
Mrs. Couture Rimbold informed the board that the disabled veteran motor vehicle excise reimbursements have been submitted to Department of Revenue.

Mrs. Couture Rimbold informed the board that she has had her performance evaluation meeting with the Town Administrator.

She then updated the board on Professional Development day and the topics presented. She went on to state that she felt this was one of the best ones held yet!

She then reminded the board of the following meetings and office closures as follows:
- Wednesday, October 30 – MAAO Fall Conference
- Thursday, November 7 – HHCAA Fall Seminar

Mrs. Couture Rimbold then informed the board that the Executive Board of the Massachusetts Association of Assessing Officers (MAAO) is holding their November 12 meeting here in South Hadley and it is open to the membership. She stated the Education Committee meeting would also be held here the same day. Both will be held at the South Hadley Public Library.

Meeting Schedule:
Mrs. Couture Rimbold stated the next regular meeting should be November 11th however it is a holiday. The board decided they would tentatively hold a meeting on November 18th otherwise the next regularly scheduled meeting of the board would be on November 25th.

Other Business:
Mrs. Couture Rimbold informed the board that she has not yet received a request for the annual report for Fiscal 2019 however, she would start to work on that.

She also informed the board that the fiscal 2021 budget will be coming shortly for review.

Adjournment:
Ms. Masson made a motion to adjourn. Motion seconded by Mr. Reidy. Motion passes 3-0.

Meeting adjourned at 11:01 a.m.

Respectfully submitted,

Melissa L. Couture Rimbold
Associate Assessor

List of documents reviewed during meeting

<table>
<thead>
<tr>
<th>Document</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Minutes</td>
<td>Associate Assessor files</td>
</tr>
<tr>
<td>Bills payable</td>
<td>Assistant to Associate Assessor files</td>
</tr>
<tr>
<td>September monthly report</td>
<td>Report files (vault)</td>
</tr>
<tr>
<td>Charitable exemption application (CHD)</td>
<td>3ABC files (vault)</td>
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<tr>
<td>List of valuation changes by class</td>
<td>Revaluation files (vault)</td>
</tr>
<tr>
<td>MVE DV Reimbursements</td>
<td>Assistant to Associate Assessor files</td>
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