



TOWN OF SOUTH HADLEY

Board of Assessors
116 Main Street, Room 104
South Hadley, MA. 01075-2896

www.southhadleyma.gov

Melissa L. Couture Ribold
Associate Assessor

Kevin E. Taugher
Chairman

Hazel R. Snopek
Clerk

Francis M. Conti
Member

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February 16, 2017

Minutes of meeting of February 16, 2017. Meeting was called to order at 9:00 a.m. Present at meeting were Mr. Kevin Taugher, Ms. Hazel Snopek and Mrs. Melissa Couture Ribold. Mr. Francis Conti was excused.

Ms. Snopek made a motion to accept the minutes from the meeting of January 23, 2017 as written. Mr. Taugher seconded the motion. The motion passed 2-0.

Mrs. Couture Ribold provided the bills for payment. The board chair signed the bills for payment.

Old Business:

Mrs. Couture Ribold informed the board that she has put a placeholder on the agenda for Policy development/approval. She stated there are no policies to review at this time.

New Business:

Mrs. Couture Ribold informed the board that the office has received a new application for chapter 61A. She stated the application is from Mark & Maureen Cavanaugh of 300 Pearl Street. She has reviewed the application and all requirements have been met. Mrs. Couture Ribold informed the board that they would need to vote to accept the application and a notice of action would be sent to the applicant. However, the valuation will not be adjusted until such time that payment for the recording of the lien is received and said lien is duly recorded with the Registry of Deeds. Ms. Snopek made a motion to accept the application for 61A from Mark & Maureen Cavanaugh for fiscal 2017 contingent upon the receipt of payment and filing of the lien. Mr. Taugher seconded the motion. Motion passed 2-0. The board signed the notice of action. Mrs. Couture Ribold stated after the meeting they would have to sign the lien document with a notary.

Mrs. Couture Ribold informed the board that the office has received three (3) new exemption applications at this time. They are for Lewis for a clause 22d (veteran's) exemption, Fusari for a clause 22a (veteran's) exemption and lastly Shea for a clause 22a (veteran's) exemption for a total of \$1,200.00. Ms. Snopek made a motion to approve the exemption applications as presented. Motion seconded by Mr. Taugher. Motion passes 2-0. Mrs. Couture Ribold then informed the board that to date the board has approved a total of 236 exemptions totaling \$131,140.12 after today's vote. She went on to state that the amounts are still below the total approved for fiscal 2016.

Mrs. Couture Ribold informed the board that she has been researching cost manual vendors to determine if a change should be made when the current subscription expires. She explained that the current vendor, Marshall & Swift is based in California and that there is another vendor she has heard of from colleagues over the last few years; RS Means based in Massachusetts. She stated that she contacted RS Means to determine what manuals would be needed in comparison with the current manuals. Currently two books are utilized from Marshall and Swift at an annual cost of \$984.15 with shipping. Based on her conversation with RS Means there would be three books needed at an annual cost of \$855 without shipping costs. She also stated that she has discussed the difference with Mr. Roy Bishop of Bishop & Associates and he did not feel they have a big difference in content. Lastly, Mrs. Couture Ribold informed the board that these manuals are an annual subscription and can be changed back if we are not satisfied with the product. She also reminded the board that these manuals are paid centrally and not out of the Assessors operating budget. After minor discussion it was determined to change to RS Means for the next subscription.

Mrs. Couture Ribold notified the board she is in receipt of a quote for a building photo batch uploader from CAI for the mapping website. Currently photos are uploaded once annually with the map maintenance. The cost would be a one-time cost of \$1,200.00. Mrs. Couture Ribold stated she would like to purchase this to have more control over what is on the website. The board agreed and informed Mrs. Couture Ribold to proceed with the purchase.

Mrs. Couture Ribold informed the board that she reached out to Vision to discuss automating the uploading of building permit data from View Permit into the property record in Vision. Currently this is done manually on a monthly basis. She is happy to report that Vision just finished creating an import tool. Mrs. Couture Ribold received a quote and there is a one-time cost of \$2,000.00 with an additional \$350.00 charge for programming. If purchased we would be the first community in Massachusetts to install this product and Vision would provide the programming free of charge. Mrs. Couture Ribold stated that she still needs to do a little more follow up with View Permit prior to the purchase and she wanted to have the board's input. Mr. Taugher then asked if this would be covered by the annual maintenance that is already paid. Also he wanted to know if there was a "glitch" would the hourly programming rate apply. Mrs. Couture Ribold stated she believed it would be covered by the maintenance agreement and no other charges would be made for programming but she will confirm with Vision. The board agreed that this should be purchased but only after confirming all necessary details between the two vendors.

Associate Assessor Report:

Mrs. Couture Ribold reminded the board that the deadline for registering for the MAAO winter meeting is February 17. Mr. Taugher stated he would check his schedule and register if he is able to attend.

Mrs. Couture Ribold stated that she and Mr. Bishop have reviewed the abatement applications. Requests for information will be going out and the board will be acting on applications over the next 6-8 weeks.

Meeting Schedule:

Mrs. Couture Ribold stated that the next regular meeting would be on February 27 at 9:00 a.m.

Other Business:

The board chair called for any other business.

Mrs. Couture Ribold stated that she is in receipt of two requests for extension for filing fiscal 2018 Forms of List if the board would like to address them now. The first is from Friendly's and they have requested an extension until June 1, 2017. Mrs. Couture stated she would prefer an

extension of two months to May 1, 2017. Ms. Snopek made a motion to grant an extension to Friendly's for filing their fiscal 2018 Form of List from March 1, 2017 to May 1, 2017. Motion seconded by Mr. Taugher. Motion passes 2-0.

The second is on behalf of Wingate Healthcare, Inc. ("Wingate") and they have requested an extension until May 1, 2017. Ms. Snopek made a motion to grant an extension to Wingate Healthcare, Inc. ("Wingate") for filing their fiscal 2018 Form of List from March 1, 2017 to May 1, 2017. Motion seconded by Mr. Taugher. Motion passes 2-0.

Mr. Taugher then stated he had a few items for discussion. Mr. Taugher questioned if all property assessments had been extracted and taxes calculated in an excel spreadsheet. Mrs. Couture Rimbald stated this wasn't done this year. Mr. Taugher stated he felt that this should be done and identify the taxes as to whether or not they are part of the levy or part of the debt exclusions. Mrs. Couture Rimbald stated this could be accomplished. She will go back for a couple years as a comparison. She will inform the board once it is complete.

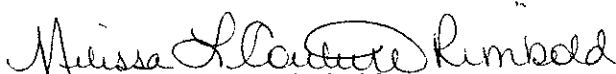
Mr. Taugher then suggested that statistics should be added to the annual report for properties under the data collection program. Mrs. Couture Rimbald stated she will keep this in mind when doing the data entry for the data collection program. It will also be dependent on the timing of inspections and data entry she offered.

Adjournment:

Ms. Snopek made a motion to adjourn. Motion seconded by Mr. Taugher. Motion passes 2-0.

Meeting adjourned at 10:08 a.m.

Respectfully submitted,


 Melissa L. Couture Rimbald
 Associate Assessor

List of documents reviewed during meeting:

Document

Location

Minutes	Associate Assessor files
Bills payable	Assistant to Associate Assessor files
Chapter land application/related forms	Chapter land files (vault)
Exemption applications	Exemption files (vault)
Cost manual pricing	Associate Assessor files
Building photo batch uploader quote	Associate Assessor files
Building permit import tool quote	Associate Assessor files

