

ASSESSORS



KEVIN E. TAUGHER, Chair
 THOMAS R. REIDY, Clerk
 LYNN MASSON, Member

MELISSA L. COUTURE RIMBOLD, Associate Assessor
 MAUREEN CRONIN, Assistant Associate Assessor

June 22, 2020

Minutes of meeting of June 22, 2020. Meeting was held remotely. Mrs. Couture Rimbald announced that this meeting was being recorded. Present at meeting were Mr. Kevin Taugher, Ms. Lynn Masson, Mr. Thomas Reidy and Mrs. Melissa Couture Rimbald by both voice and video. All present consented to being recorded. Meeting was called to order at 9:00 a.m. (Meeting recording available at shctv15.com/shctv-archive/)

Ms. Masson made a motion to accept the minutes from the meeting of March 9, 2020 as written. Mr. Reidy seconded the motion. Motion passes 3-0.

Ms. Masson made a motion to accept the minutes from the meeting of April 9, 2020 as written. Mr. Reidy seconded the motion. Motion passes 3-0.

Mrs. Couture Rimbald informed the board that pursuant to Massachusetts General Laws Chapter 41 section 56, Mr. Taugher signed the following bills for payment:

- Dated May 20, 2020 - CAI in the amount of \$531.25 and NE Archives in the amount of \$105.00
- Dated June 11, 2020 - CDW Government in the amount of \$546.64 (Vision project), Melissa Couture Rimbald for mileage reimbursement in the amount of \$122.95

Ms. Masson made a motion to accept the bills payable as presented. Mr. Reidy seconded the motion. Motion passes 3-0.

Old Business:

Mrs. Couture Rimbald reminded the board about their discussion surrounding a small parcel of land on East Street previously listed as unknown (owner). She stated that pursuant to the board's request she has drafted correspondence to Department of Revenue (DOR) to request owner unknown assessment of this parcel from fiscal 2004 to fiscal 2017 to validate the prior assessments. The board reviewed the draft and instructed Mrs. Couture Rimbald to submit the letter.

Mrs. Couture Rimbald informed the board that she has requested an update from Attorney Brown regarding the status of the unknown property research but has not yet received one.

New Business:

Mrs. Couture Rimbald provided the board with the monthly abatement reports for March. She stated there are four (4) reports as follows:

- 2019 motor vehicle excise, 6 transactions totaling the amount of \$ 676.99
- 2020 motor vehicle excise, 147 transactions totaling the amount of \$10,549.16
- 2020 boat excise, 6 transactions totaling the amount of \$209.00
- 2020 real estate, 8 transactions totaling the amount of \$2,096.96

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

Mrs. Couture Rimbald provided the board with the monthly abatement reports for April. She stated there are four (4) reports as follows:

- 2019 motor vehicle excise, 5 transactions totaling the amount of \$ 286.96
- 2020 motor vehicle excise, 43 transactions totaling the amount of \$4,217.34

- 2020 boat excise, 8 transactions totaling the amount of \$299.00
- 2020 real estate, 7 transactions totaling the amount of \$2,070.97

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

Mrs. Couture Ribold provided the board with the monthly abatement reports for May. She stated there are three (3) reports as follows:

- 2019 motor vehicle excise, 3 transactions totaling the amount of \$ 641.33
- 2020 motor vehicle excise, 24 transactions totaling the amount of \$4,614.05
- 2020 boat excise, 1 transaction totaling the amount of \$15.00

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

Mrs. Couture Ribold informed the board that the deadline to apply for personal exemptions for fiscal 2020 passed on April 1. She has submitted all the necessary documentation to Department of Revenue for reimbursement. She went on to note that the fiscal 2019 reimbursement was approved June 20, 2019 however the monies were not provided to the town until May 2020.

Mrs. Couture Ribold provided the board with two articles from City & Town for informational purposes only. The first was surrounding setting the fiscal 2021 tax rate and the second was titled "Potential impact of COVID-19 on Property taxes."

Mrs. Couture Ribold stated that the next item is regarding correspondence received from the law offices of Bacon & Wilson. Mr. Reidy disclosed that he works for this firm. Mr. Reidy was excused for this portion of the meeting at 9:21 a.m.

Mrs. Couture Ribold informed the board that she is in receipt of a notice for first right of refusal under Chapter 61A for a property known as 315 Amherst Road which is also known as map 58 parcel 96 owned by Mary Elizabeth O'Meara et als. Mrs. Couture Ribold informed the board that it is her understanding that the Conservation Commission has exercised their option to purchase this property. She went on to state that she has drafted all necessary correspondence and rollback taxes if needed.

Mr. Reidy returned to the meeting at 9:26 a.m.

Mrs. Couture Ribold asked the board to vote on the following warrants that were consented to via email:

- 2019 Motor Vehicle, Commitment #9
- 2020 Motor Vehicle, Commitment #2
- 2020 Revised real estate; Town and Fire District #1
- 2021 Real Estate: Town, Fire District #1, and Fire District #2
- 2021 Personal Property: Town, Fire District #1, and Fire District #2

Ms. Masson made a motion to accept the warrants as presented. Mr. Reidy seconded the motion. Motion passes 3-0.

Mrs. Couture Ribold reviewed the fiscal 2020 budget, expenditures, encumbrances, and data collection monies with the board.

Mrs. Couture Ribold advised the board that she, along with all other non-union staff were informed that there would be no PBE increases in salary for fiscal 2020 and fiscal 2021.

Mrs. Couture Ribold then discussed department's online services with the board. She stated that there is room for improvement with electronic submission of data to the department via the website. She went

on to discuss the only fee-based item in the office, abutter's lists. Discussion ensued as to the current process to receive payment and distribution of the data. Mrs. Couture Ribold informed the board that to have the fee collected online would garner a cost to the town of \$10/month or \$120 annually. She indicated that the fees collected in the last three (3) fiscal years are as follows: fiscal 2018 - \$144, fiscal 2019 \$112 and the current fiscal year \$193. She then asked the board if they would want to remove the fee. Members asked who the lists are typically prepared for. Mrs. Couture Ribold indicated that typically they are for Conservation Commission or Zoning Board of Appeals (ZBA) applicants. Any abutters list with submissions to the Planning Board are requested by the Town Planner. For Conservation and ZBA, the applicant is required to request the abutters list on their own. Board members asked if these are the only lists done. Mrs. Couture Ribold indicated the office also processes abutters requests for Alcohol Licenses in certain circumstances. The board asked Mrs. Couture Ribold to contact the departments mentioned to see if the cost to process the abutters lists are already incorporated in their fee structures and if not, could they be in the future. The board indicated they are not comfortable currently in removal of the fee as it is meant to cover the cost and time to process the request. She indicated she will report back to the board.

Mrs. Couture Ribold stated that annually the board must file with DOR – Division of Local Services (DLS) the Revised and Omitted Assessment Report. She stated that this is not only for revised and omitted assessments but also to report any rollback tax issued during the fiscal year. She confirmed even when there is nothing to report this form is required, however this year there is reportable information. She indicated the form is filled out and ready for electronic signature by the chair and must be submitted no later than June 30, 2020. Ms. Masson made a motion to approve the Revised and Omitted Assessment Report for fiscal 2020. Motion seconded by Mr. Reidy. Motion passes 3-0. Mr. Taugher stated he would sign the form today.

Mrs. Couture Ribold then informed the board that there have been some recent conversations surrounding suppression of data surrounding property ownership. She stated she is researching this topic and will meet with the Town Administrator to further discuss. If it is determined that a policy is forthcoming, it would be presented to this board for review and approval.

Associate Assessor Report:

Mrs. Couture Ribold provided the board with the following information:

- A listing of webinars and trainings that have been taken in recent months. She stated this does not include sessions attended from the Vision teleconference or the upcoming MAAO Summer Conference
- An update regarding the MAAO summer conference and annual Assessor's school
- Election results from the MAAO – Mrs. Couture Ribold has won the seat of President Elect
- Provided an office schedule update
- Informed the board that she sent an email to the Selectboard regarding Administration's (Town Administrator and Deputy Town Administrator) response during COVID with and for employees. Mrs. Couture Ribold went on to state that they have reinforced what a great place to work the Town of South Hadley is, even in uncharted waters.
- Provided a copy of the department's core services listing as submitted to Administration

Meeting Schedule:

Mrs. Couture Ribold stated she will monitor the need for a meeting and contact the board.

Executive Session:

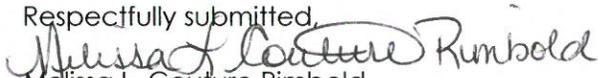
ES2020ABT5

Mr. Taugher made a motion to go into executive session to comply with the provisions of Chapter 59 Section 60 to discuss and review four (4) applications for abatement (Exception #7). Mr. Taugher stated that the open session of the board would not reconvene after the executive session.

Members voted as follows:
Chair, Kevin Taugher, Aye
Clerk, Thomas Reidy, Aye
Member, Lynn Masson, Aye

Members entered executive session and adjourned open session at 10:04 a.m.

Respectfully submitted,


Melissa L. Couture Rimbold
Associate Assessor

List of documents reviewed during meeting

| | |
|---|---------------------------------------|
| Minutes (x2) | Associate Assessor files |
| Bills payable (x2) | Assistant to Associate Assessor files |
| Unknown owner/DOR request (East Street) | Associate Assessor files |
| March monthly reports | Report files (vault) |
| April monthly reports | Report files (vault) |
| May monthly reports | Report files (vault) |
| Fiscal 2020 Exemption Reimbursement documentation | Assistant to Associate Assessor files |
| City & Town Articles | Associate Assessor email |
| Omeara – notice of sale, email, maps | Chapter Land files (vault) |
| Excise warrants | Warrant files (vault) |
| Fiscal 2020 Revised/Omitted Warrants | Warrant files (vault) |
| Fiscal 2021 RE/PP warrants | Warrant files (vault) |
| FY 2020 budget and encumbrance listing | Associate Assessor files |
| PBE email from Administration | Associate Assessor email |
| Revised/Omitted Assessment report | Department of Revenue Gateway |
| List of Trainings/Webinars | Associate Assessor files |
| MAAO election results | Associate Assessor email |
| Core Services Listing | Associate Assessor files |