Approved April 11, 2016

TOWN OF SOUTH HADLEY

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

www.southhadleyma.gov

Kevin E. Taugher
Chairman

Hazel R. Snopek
Clerk

Francis M. Conti
Member

Melissa L. Couture
Associate Assessor

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March 14, 2016

Minutes of meeting of March 14, 2016. Meeting was called to order at 9:23 a.m. Present at meeting were Mr. Kevin Taugher, Ms. Hazel Snopek and Ms. Melissa Couture. Mr. Conti was excused.

Ms. Snopek made a motion to accept the minutes from the meeting of February 8, 2016 as written. Mr. Taugher seconded the motion. The motion passed unanimously.

Ms. Snopek made a motion to accept the executive session minutes (2016ESABT1) from the meeting of February 8, 2016 as written. Mr. Taugher seconded the motion. The motion passed unanimously.

Ms. Couture provided the board with excise warrants for signature. Members present signed the warrants.

Ms. Couture provided the board with the bills payable. The board chair signed the bills.

Old Business:
Ms. Couture provided the board with a status update on the data collection project. She reminded the board that the data entry of the work completed by Bishop & Associates still needs to be done but cannot be until the database is returned from Vision. We are currently scheduled for the database return on March 21. Ms. Couture stated that at this time she is very pleased with the work of the data collector from Vision however, some of the project management has been a little disheartening. The project manager from Vision discussed adding some items to the town tables where some already existed; they questioned and reversed grade changes made and I informed them that they had been discussed and approved by me prior to submission for data entry; an invoice was sent to the town midway through the project as if already complete and was not the quoted price. Ms. Couture reminded the board that the project was awarded to two vendors last July.

New Business:
Ms. Couture then presented the board with the fiscal 2016 data collection quotes. Ms. Couture stated two vendors responded. Ms. Couture informed the board that this specification was for multiple years, 2016 to 2018, and she asked requested separate pricing for data entry services. This would allow for flexibility with work assignments. Ms. Couture stated she received two quotes, one from Vision Government Solutions for $23.00 per parcel for residential inspections, $43.00 per parcel for commercial inspections, data entry at $2.00 per parcel and imaging service at an additional $2.00 per parcel. The second quote received is from Bishop & Associates for $20.00 per parcel for all classes of property including taking of photos, data entry at $1.00 per parcel and uploading and attaching photos

to property cards at an additional $1.00 per parcel. Ms. Couture reminded the board that for fiscal 2016 the budget for this project is $20,000. Board members discussed the pricing as well as the prior experience with both vendors. Ms. Snopek made a motion to accept the quote from Bishop & Associates for data collection services for fiscal years 2016 to 2018 for an amount not to exceed $20,000 contingent upon successful completion of annual projects and subject to annual appropriation. Mr. Taugher seconded the motion. Motion passes.

Ms. Couture stated she was in receipt of an extension request from Baystate Ob/Gyn for their fiscal 2017 Form of List filing. Ms. Couture stated they have requested an extension until April 30, 2016. She went on to further state that this is allowable under the law. Ms. Snopek made a motion to grant an extension to Baystate Ob/Gyn for filing their fiscal 2017 Form of List from March 1, 2016 to April 30, 2016. Motion seconded by Mr. Taugher. Motion passes.

Ms. Couture reminded the board of the work that was done for the land of low value project and wanted to provide an update. She had researched forty (40) properties for this project however, it was requested of her to provide some priority parcels for the Treasurer to work on. She identified eight (8) parcels. Of the eight (8), seven (7) will be submitted as one is being worked on by Attorneys D'Ambrosio and Brown. Ms. Couture requested that the board sign off on all forty (40) parcels so that once the Treasurer finalizes her information she can simply submit without waiting for the board to sign off. If there are any changes to the information prior to submission, Ms. Couture would bring those back to the board to re-sign before submittal to DOR. Ms. Couture displayed the parcels to the board and requested that they electronically sign to certify the Assessor's information on these parcels. Board members stated they would log in and sign the necessary paperwork.

Ms. Couture informed the board that she has been working to create business models for personal property. Ms. Couture presented to the board the business models that were created for certain types of businesses that frequently lack information or responses at all to the required Form of List annual filing. Ms. Couture explained that the business models would provide consistency across these personal property accounts. Ms. Couture displayed the models for the board and showed how the forms self-populate based on the type of business. She stated that she could not have gotten the form to work properly in excel if it weren't for our IT staff, Jaime Doolittle. Ms. Couture cannot thank him enough for his assistance with this and any other tasks she requests assistance with. Ms. Couture provided the board with a draft Personal Property Business Model Use Policy for their review and/or approval. This policy refers to the long standing policy of applying a penalty to those that do not comply with the filing requirements. Ms. Couture also asked the board to approve a written Personal Property Penalty Policy. The board reviewed both policies. Questions were asked regarding the application of the penalty. Ms. Snopek made a motion to accept the Personal Property Business Model Use Policy, the business model form and the Personal Property Penalty Policy as presented with application of all starting for fiscal 2017. Motion seconded by Mr. Taugher. Motion passes.

Ms. Couture informed the board that the legal notice for the fiscal 2017 Revaluation RFP was placed in the Town Reminder on February 26. She informed the board that the RFP's were made available by request until March 9 and the bids are due back by March 15, 2016 at 2:00 p.m. As of March 9 the office received one request for the RFP.

Ms. Couture informed the board that she is in receipt of notification of our fiscal 2015 Appellate Tax Board appeals. The hearings are scheduled for Thursday, April 28 at 9:30 in Boston for our commercial case and on Thursday, May 26 at 9:30 in Springfield for the two residential cases.

Executive Session:
Ms. Couture informed the board that this is not needed as there are no abatement applications ready for review.

Associate Assessor Report:
Ms. Couture informed the board that she has received notice from Vision Government Solutions regarding their annual user conference. They have decided not to hold it in the spring but intend to have one sometime in the fall. Next year this could revert back to the spring and therefore there could be two user conferences within one fiscal year.

Ms. Couture informed the board that the MAAO Spring conference is being held on Thursday, April 14 at Devens Commons. Both she and Mrs. Cronin are interested in attending however, the office would need to be closed. Ms. Couture stated if the board concurred with the attendance she would post the office closure on the website. The board concurred with attendance and Mr. Taugher asked to hold off on the registration for a week so he can check his schedule for his availability to attend as well.

Meeting Schedule:
Ms. Couture reminded the board that the next meeting is scheduled for Monday, March 28 at 9:00 a.m.

Other Business:
none

Adjournment:
Ms. Snopek made a motion to adjourn. Motion seconded by Mr. Taugher. Motion carries.

Meeting adjourned at 10:47 a.m.

Respectfully submitted,
Melissa L. Couture
Melissa L. Couture
Associate Assessor

List of Documents reviewed during meeting:

Document	**Location**
Minutes	Associate Assessor files
Excise Warrants	Warrant files (vault)
Bills payable	Assistant to the Associate Assessor files
FY16 data collection quotes	Associate Assessor files
FOL extension request	FY17 Forms of List files
Land of Low Value list of parcels	Associate Assessor files
Personal property business models	Associate Assessor files/Policy manual
Business model use policy	Associate Assessor files/Policy manual
Personal property penalty policy	Associate Assessor files/Policy manual
MAAO Spring conference notice	Associate Assessor files