



## TOWN OF SOUTH HADLEY

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

[www.southhadleyma.gov](http://www.southhadleyma.gov)

Melissa L. Couture  
Associate Assessor

Kevin E. Taugher  
Chairman

Hazel R. Snopek  
Clerk

Francis M. Conti  
Member

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June 13, 2016

Minutes of meeting of June 13, 2016. Meeting was called to order at 9:02 a.m. Present at meeting were Mr. Kevin Taugher, Ms. Hazel Snopek, Mr. Francis Conti and Ms. Melissa Couture.

Ms. Snopek made a motion to accept the minutes from the meeting of May 23, 2016 as written. Mr. Conti seconded the motion. The motion passed unanimously.

Ms. Snopek made a motion to accept the executive session minutes (ES2016ABT4) from the meeting of May 23, 2016 as written. Mr. Conti seconded the motion. The motion passed unanimously.

Sign bills payable:

Ms. Couture stated that there are no bills at this time.

Sign warrants:

Ms. Couture stated that the tax billing file is not yet ready so the warrants will not be prepared until next week.

Old Business:

Ms. Couture informed the board that the registration for the annual assessor's school at UMASS is now open. She confirmed with the board that Mrs. Cronin will take course 2 and Ms. Couture will take the Monday and Thursday offerings for the specialty course. The board concurred with the attendance. Ms. Couture then asked Mr. Taugher if he was still interested in taking the Monday specialty course as well. He stated he was. Ms. Couture stated she would forward the email with the registration as each individual must register separately. The board requested that Ms. Couture post the days the office will be closed on the website. She stated she would.

New Business:

Ms. Couture informed the board that she had a visit from Sandra Bruso of the Department of Revenue (DOR) regarding state owned land. Ms. Couture explained that the state has changed a parcel's designation from non-reimbursable to reimbursable for the town of Granby. However, this parcel extends into South Hadley and therefore our portion of the property needs to be approved and updated as well. The property is located on Amherst Road and is known as map 61 parcel 5. Ms. Couture provided the board with a map and an updated property record card for review. She explained the code changes as well as the valuation changes that were made. Ms. Snopek voted to accept map 61 parcel 5 as reimbursable state owned land as well as sign the letter of acceptance for DOR. Mr. Conti

seconded the motion. The motion carries unanimously. Board members signed the letter for submittal to DOR.

Ms. Couture notified the board that she is in receipt of a request for a right of first refusal under chapter 61A section 14 from Russell Adams at 339 Pearl Street a.k.a. map 56 parcel 3. She explained to the board that currently there is 1.16 acres of this 3.16 acre parcel being taxed as chapter land. She stated that the intention is to carve out 1 acre through an ANR plan to create a building lot for a single family home. This property will retain the current ownership and will not be transferred. Mr. Conti made a motion that the board not exercise their first right of refusal for 339 Pearl Street a.k.a. map 56 parcel 3. Ms. Snopek seconded the motion. Motion carries with a unanimous affirmative vote. Ms. Couture stated she would send notification of the vote to Mr. Adams along with a copy to the town administrator.

Ms. Couture presented to the board the excess overlay worksheet for the town with highlighted amounts for consideration for transfer. Ms. Couture stated she emailed both district treasurer's to see if there was any excess they felt the board needed to close. She stated that Barbara Miller of Fire District #2 replied and stated she has none. Ms. Couture has not received a response back from Fire District #1. Ms. Couture explained she and the town accountant have reviewed and confirmed the numbers provided. Ms. Couture stated that per current policy, we should be closing out fiscal 2010, however both fiscal years 2010 and 2011 have pending appeals and therefore liability exposure. She requested that neither of these years be closed out in the hopes that the pending litigation will be resolved by this time next year. Ms. Couture stated that it was decided to close out the balance of \$53,577.53 from fiscal 2012 and \$10,000 from fiscal 2013. Discussion ensued. Mr. Taugher questioned if we could reduce the \$10,000 to \$5,000 for fiscal 2013. Ms. Couture stated she would ask Mr. Sutton to come in if he was available. Mr. Sutton came to the meeting at 9:30. Mr. Sutton explained the reasoning behind the initial request. After discussion Mr. Sutton stated he had no issue with a reduction from \$10,000 to \$5,000 for fiscal 2013. Mr. Sutton left the meeting at 9:36 a.m. Ms. Snopek made a motion to transfer excess overlay to overlay surplus as follows:

<u>Fiscal Year</u>	<u>Excess Amount</u>
2012	\$ 53,577.38
2013	\$ 5,000.00
Total to be transferred	\$ 58,577.38

Mr. Conti seconded the motion. Motion passed unanimously. Ms. Couture stated she would notify the town accountant of the vote.

#### Associate Assessor Report:

Ms. Couture stated that on June 2 she had her annual evaluation review with the town administrator. She stated that it seemed to go well. The town administrator told her to start thinking about her fiscal 2017 goals.

Ms. Couture provided an update on the three pending fiscal 2015 appellate tax board cases. She stated that the two residential cases were heard on May 26. Commissioner Chmielinski stated that a notice of the decision would be sent to the parties within 30-60 days of the hearing. On the one commercial appeal she has sent his response on the valuation analysis to Bishop & Associates. At this time the case has been postponed until the fall.

#### Meeting Schedule:

Ms. Couture reminded the board that the next meeting would be Monday, June 27 at 9:00 a.m. if needed.

Other Business:

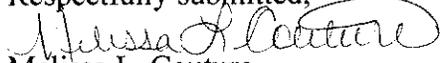
Ms. Couture quickly updated the board on the fiscal 2016 budget. She stated they are tracking a turn back balance of around \$500.00 at this time.

Adjournment:

Mr. Conti made a motion to adjourn. Motion seconded by Ms. Snopek. Motion passes unanimously.

Meeting adjourned at 9:54 a.m.

Respectfully submitted,



Melissa L. Couture  
Associate Assessor

**List of Documents reviewed during meeting:**

**Document**

Minutes  
Assessor school notification & course outline  
State owned land acquisition letter  
Request for right of first refusal (Adams)  
List of overlay surpluses  
FY17 PBE goals

**Location**

Associate Assessor files  
Associate Assessor files  
Fiscal 2017 revaluation files  
Chapterland files  
Associate Assessor files  
Associate Assessor files

