



TOWN OF LUDLOW
BOARD OF ASSESSORS

488 CHAPIN STREET

LUDLOW, MASSACHUSETTS 01056

TEL: (413) 583-5608 FAX: (413) 583-5603

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TOWN OF LUDLOW

BOARD OF ASSESSORS MINUTES FOR WEDNESDAY, APRIL 22, 2020

Minutes of the Board of Assessors Meeting held April 22, 2020 at 11:00 a.m. via Conference Call @ Ludlow Town Hall

Members of Board of Assessors: Antonio Rosa – Chairman (Present)
Kelly Rua – Clerk (Present)
Michael O'Rourke - Member (Present)

Also, in Attendance: Jose Alves - Assistant Assessor (Present)
Maria Fernandes - Associate Assessor (Present)

Meeting began at 11:05 a.m. called to order by Mr. Rosa via Conference Call from the Assessor's Department.

Executive Session: Motion made by Mr. O'Rourke to go into Executive Session at 11:10 a.m. to review, approve or deny Fiscal Year 2020 Real Estate Tax and Personal Property Tax Abatement Applications, Certificates and Denial Notices. To comply with Mass Law Chapter 59, Section 60 and will return to regular session when Executive Session has ended.

Roll Call:

Antonio Rosa - yes
Michael O'Rourke – yes
Kelly Rua – yes

Motion made by Mr. O'Rourke to end Executive Session and return to regular session @ 11:20 a.m. Motion seconded by Mrs. Rua. Motion passed 3-0.

Roll Call:

Antonio Rosa – yes
Michael O'Rourke – yes
Kelly Rua - yes

34. Board noted the deaths for the month of February 2020.
35. Motion made by Mr. O'Rourke to approve and sign departmental payments for the month of February and March 2020. Motion seconded by Mrs. Rua. Motion passed 3-0.

36. Motion made by Mr. O'Rourke to approve and sign 2018 and 2019 Motor Vehicle and Trailer Excise Tax Abatement Records for the month of February 2020 in the total of \$872.71. Motion seconded by Mrs. Rua. Motion passed 3-0.
37. Motion made by Mr. O'Rourke to approve and sign Fiscal Year 2020 Real Estate and Personal Property Tax Abatement Records for the month of February 2020 in the amount of \$25,538.30. Motion seconded by Mrs. Rua. Motion passed 3-0.
38. Motion made by Mr. O'Rourke to approve and sign Fiscal Year 2020 Real Estate Tax Exemption Record under Clause 22 Veterans for the month of February 2020 in the amount of \$10,600.00. Seconded by Mrs. Rua. Motion passed 3-0.
39. Motion made by Mr. O'Rourke to approve, deny and sign Fiscal Year 2020 Real Estate Tax Exemption Applications, Certificates and Denial Notices under 37A Blind, 41C Senior and 22 Veterans for the month of March 2020. Motion seconded by Mrs. Rua. Motion passed 3-0.
40. Motion made by Mr. O'Rourke to approve and sign 2018, 2019 and 2020 Motor Vehicle and Trailer Excise Tax Abatement Applications, Certificates and Denials for the month of March 2020. Motion seconded by Mrs. Rua. Motion passed 3-0.
41. Motion made by Mr. O'Rourke to approve and sign the Board of Assessor's Minutes and Executive Session Minutes from their meeting held on February 19, 2020. Motion seconded by Mrs. Rua. Motion passed 2-0. Mr. Rosa abstained because he was absent for the meeting.
42. Motion made by Mr. O'Rourke to approve and sign Commitment List 2 for 2020 Motor Vehicle and Trailer Excise Taxes in the amount of \$245,643.95. Motion seconded by Mrs. Rua. Motion passed 3-0.
43. Motion made by Mr. O'Rourke to approve and sign an Assessor's Warrant to Tax Collector, Fred Pereira for 2020 Motor Vehicle and Trailer Excise Taxes for Commitment 2 in the amount of \$245,643.95. Motion seconded by Mrs. Rua. Motion passed 3-0.

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Discussion:

- **Next Meeting – May 20, 2020 @ 11:00 a.m. via Conference Call**
- **Mr. Alves let the Board know that the Office Procedures in the Town Hall moving forward will be as follows:**

The Town Hall will not open to the public until further notice. Starting May 4th only 2 staff people in the Assessor's Dept. per work-day. Week 1 Mr. Alves and Deidra will work on Monday, Wednesday and Friday – Maria and Paula will work Tuesday and Thursday, all staff will do full work days per their positions. Week 2 the schedule will flip so Mr. Alves and Deidra will work on Tuesday and Thursday - Paula and Maria will work Monday, Wednesday and Friday. This schedule will continue repeating on that rotation until further notice. All Town Hall employees will be required to have their temperature taken by BOH upon entering Town Hall and all staff will be required to wear masks at all times when moving about the building and in their departments if they are within 6 feet of each other.

- **Only outside assessments on properties unless the resident or business requests an indoor assessment and this will be done with Mr. Alves wearing a mask and gloves for his protection.**
- **If Mr. Alves is unavailable to sign the weekly payroll Mr. Rosa will sign payroll.**
- **The COVID 19 has changed due dates on the following items:**

May 1, 2020 Due Date on FY 2020 Real Estate and Personal Property taxes has changed to June 1, 2020.

April 1, 2020 deadline for Residents Filing for Exemptions under the Blind, Senior and Veterans Clauses has been changed to June 1, 2020.

**Motion made by Mr. O'Rourke to adjourn @ 11:30 a.m. Motion seconded by Mrs. Rua.
Motion passed 3-0.**

Respectfully submitted,

~~Antonio Rosa~~
Antonio Rosa, Chairman

~~Kelly Rua~~

Kelly Rua, Clerk
Michael S. O'Rourke

Michael O'Rourke, Member

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BOARD OF ASSESSOR'S EXECUTIVE SESSION MINUTES FOR WEDNESDAY, APRIL 22, 2020

Minutes of the Board of Assessor's Meeting held April 22, 2020 at 11:00 a.m. via Conference Call @
Ludlow Town Hall

Board Members Present were:

Antonio Rosa - Absent
Michael O'Rourke
Kelly Rua

Also Present were:

Jose Alves
Maria Fernandes

Executive Session: Motion made by Mr. O'Rourke to go into Executive Session at 11:10 a.m. to review, approve or deny Fiscal Year 2020 Real Estate Tax and Personal Property Tax Abatement Applications, Certificates and Denial Notices. To comply with Mass Law Chapter 59, Section 60 and will return to regular session when Executive Session has ended.

Roll Call:

Antonio Rosa - yes
Michael O'Rourke - yes
Kelly Rua - yes

- **Board to review and approve or deny Fiscal Year 2020 Abatement Applications and Certificates for Real Estate and Personal Property Taxes.**

The Board of Assessors reviewed all Fiscal Year 2020 Abatement Applications, and Notices of Refusal and Certificates to Abate Real Estate Taxes and Personal Property Tax Abatements. Mr. Alves had previously inspected all Abatement Applicants properties and businesses and explained each abatement and refusal finding to the Board of Assessors. Motion made by Mr. O'Rourke to approve the following Real Estate Tax Abatement Applications. Motion seconded by Mrs. Rua. Motion passed 3-0.

Approved Real Estate Tax Abatements and Certificates vote passed 3-0.

2C-4400-132-0-R
10-5850-105-0-R
18-9600-4-2-R
14C-10845-30-0-R
33-9350-182-0-R

14B-5800-274-0-R
30-9400-80-0-R
10-10350-145-0-R
12A-17550-108-0-R
12A-6150-31-0-R

2D-9650-39-0-R
11A-17540-195-0-R

12A-17550-115-0-R

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Approved Real Estate Tax Abatements and Certificates the Board voted to have Paul Kapinos make recommendations for these two properties and Paul's recommendations were to abate the following Commercial Properties.

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13C-3800-54-0-R

30-10400-46-0-R

Approved Personal Property Tax Abatement and Certificate vote passed 3-0.

Acct. 0-2211-PP-0-P

Notices of Refusals to Abate Real Estate Taxes vote passed 3-0.

22-9600-120-0-R
16A-3550-55-0-R

10-107700-111A-0-R

Notices of Refusals to Abate Personal Property Taxes vote passed 3-0.

0-2408-PP-0-P

Motion made by Mr. O'Rourke to adjourn and return to regular session @ 11:20 a.m. Motion seconded by Mrs. Rua. Motion passed 3-0.

Roll Call:

Antonio Rosa - yes
Michael O'Rourke - yes
Kelly Rua - yes

Respectfully submitted,

Kelly Rua
Date:

Board Members

Antonio Rosa
Kelly Rua
Michael S. O'Rourke