

# **SHELBURNE BOARD OF ASSESSORS**

## **Meeting Minutes**

**January 25, 2017**

The meeting was called to order at 6:05 p.m. by Alan Coutinho.

Board Members Present: Alan Coutinho, Jim Richardson, Joe Mattei, Jennifer Morse (Assistant)

### **Signatures**

Motor Vehicle Abatements – Levy of 2016- Certificates 16-54 through 16-56

Motor Vehicle Commitment #6 – Warrant to the Collector

Minutes – November 9, December 14

Warrants to Collect 3<sup>rd</sup> Quarter Preliminary Tax

### **Budget**

The email from Terry with budget guidelines was reviewed by the board as well as the Patriot Proposal for Assessing Services for Fiscal Year 2018. The Assessors salary will be increased by 2.5%. In the Assessors Expenses an increase will be sought for the education/mileage line item and the AxisGIS maintenance contract. The assessor's cama software was a decrease of \$500 to \$2000 with the change to Patriot Assess Pro. The contracted service amount requested will be \$5000 based on a proposal from Patriot Properties for FY18 services.

### **GIS Grant Approval**

Shelburne was selected and awarded a grant from the MassGIS to enhance standardized parcel mapping so it supports the needs. CAI Technologies was selected to do the work in Shelburne and JM reached out to Franco Rossi, President to get an idea of the dollar value put on this important updating. It is roughly \$100,000. The work will be complete by late spring at which time CAI will begin working on putting the new AxisGIS system into place.

### **Green Community Meeting**

Email from Terry regarding upcoming Green Communities meeting on February 23 was reviewed. The email requested a representative of each board be present at the meeting.

### **Ancient Glacier – Acquired Land**

Ms. Stark was in the office on Wednesday January 2th to inquire about the FY17 abatement process. She also mentioned a purchase of property adjacent to the Singley building that was acquired in 2016. JM shared with her that this land was not on the tax maps. Ms. Stark stated that she had the land surveyed and had a “genealogy of the property” she could share with the Assessor’s office. JM told Ms. Stark that she would need to file the survey of the land with the Registry of Deeds. The deed for the 130SF of property was reviewed by the Board along with one of the referenced deeds. JM will look for more information and wait for Ms. Stark to get back regarding this property since the BOA is unclear as to its location.

### **Reval Work – Assessing Services**

Reval Work continues, all the properties have had a field review and data entry is now complete. Patriot properties is entering the three new houses and personal property into the system and will begin New Growth and Sales reports. JM separated all properties into the two districts and adjusted primary sights in the LUC sections. It is expected that values will be set by the end of February and the public disclosure period will begin in early March.

### **Next Meeting**

February 8, February 22, March 8, March 22 all at 4 p.m.

The board adjourned at 4:28 p.m.

Respectfully Submitted:

Jennifer Morse                      January 30, 2017