

SHELBURNE BOARD OF ASSESSORS
Meeting Minutes
December 14, 2016

The meeting was called to order at 6:05 p.m. by Alan Coutinho.
Board Members Present: Alan Coutinho, Jim Richardson
Board Members Absent: Joe Mattei, Jennifer Morse (Assistant)

Signatures

Motor Vehicle Abetment – Levy of 2016
Motor Vehicle Commitment #6 – Warrant to the Collector
Monthly List – November 2016 – Levy of 2016 and 2014
Minutes - September 14, October 26

Conversion and Reval Update

Northeast IT install agreement

Letter to taxpayers re: 3rd Quarter Preliminary Billing - Letter that will be stuffed into 3rd Quarter bills that explains the process for 3rd Quarter Preliminary Billing. The letter was taken from the DOR's informational guidelines and tweaked with Shelburne's contact information. A form of the letter will be posted to the town website, JM sent it to the webmaster to be posted.

Revaluation Workplan- With the help of Chris Keefe from Patriot the revaluation workplan was completed and approved by the DOR. The tax rate should be set by the end of February as long as all deadlines are met. As of 12/14 the install is not complete. There was an issue with Windows 7 and it has been upgraded to Windows 10 by Northeast IT. Patriot will work on the install into the late afternoon and evening. (NOTE: Install was completed on 12/14)

Special Town Meeting – January 9, 2017

Assessors have three articles on the Special Town Meeting warrant Article 4, Article 5 which are both transfers of funds. Article 8 which is for the AxisGIS internet mapping program. JM will attend the Special Town Meeting to answer any questions voters may have.

Release overlay funds to be used for Article #4. The remainder of the funds will roll over into free cash at the end of fiscal year 2017. A motion was made and seconded to release a total of \$2153.67 from 1997 and 1999 from the Assessor's excess overlay.

Chapter Applications

Tabled to next meeting

Office Hours

Office hours will be changed to Monday, Wednesday and Friday starting December 19th.

Letter from DLS regarding Verizon New England ATB case regarding values of 2010. The letter stated that a settlement amount for Shelburne would be \$6,116. A motion was made and seconded to contact the DOR to let them know that the Town of Shelburne will take the settled value.

Next Meeting

January 11, January 25

The board adjourned at 6:15 p.m.

Respectfully Submitted:
Jennifer Morse

Approved: 1/25/17