

SHELBURNE BOARD OF ASSESSORS

Meeting Minutes

March 28, 2016

The meeting was called to order at 6:00 p.m. by Alan Coutinho.

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

Board Members Absent: Jim Richardson

Audience Present: Andrew Baker (Board of Selectmen), Josh Simpson, Jamie Simpson

Alan thanked Andrew Baker for attending the meeting and supporting the Assessor's office with the triennial revaluation.

Minutes:

The meeting minutes of March 14, 2016 approved and signed by both members present

Minutes on March 14, 2016 noted several dates for office closure. Joe asked Jenn to reflect that the office will not be closed on April 6, 13 and 27 since Jenn was placed on a waiting list for the desired course. The office will be opening late on Wednesday March 30 as Jenn will attend training in Holyoke on personal property and form of lists.

Patriot Properties

The Board of Selectmen voted to approve the proposal for Patriot Properties to provide a new CAMA system AssesPro and Revaluation Consulting for FY17 triennial process. The total cost for both services will be \$27,000. Chris Keefe Project Supervisor from Patriot stopped by the Assessor's office on Wednesday March 23rd to get a quick overview of the office. The conversion of software should begin shortly after the contracts have been reviewed and signed. Once the conversion is complete field work and cost tables will begin. The contract was signed by Alan and Joe and will be sent to the Accountant, Town Council and Board of Selectmen for signatures.

DOR Review & Audit – March 2016

Jenn brought to the attention of the board that several of the recommendations have already been resolved or touched on. The CAMA issues have been resolved with the conversion to AssessPro. Jenn noted that the mapping needs attention and that Shelburne has been placed on list for the new round of GIS grants with the mapping company CAI. The topic of the assistant assessor position and the consultant work moving forward will be examined after the revaluation process is complete to get a bigger picture of the needs of the town and the assessor's office.

Excess Overlay Fund

Request from the Board of Selectmen to release overlay funds was reviewed. A motion was by Joe Mattei and seconded by AC to release excess overlay funds from 1997-2007 for a total of \$67,470.99. VOTE: 2-0
Jenn will prepare a memo to the accountant and Board of Selectmen.

Ancient Glacier, LLC Building

Josh Simpson joined the meeting to discuss the abatement of the Ancient Glacier (Singley) building on Bridge Street. Josh gave a briefing of the plans for destruction of the building and the upcoming ZBA meeting. Mr. Simpson made the board aware that they were also filing for TIF. The board proposed that Mr. Simpson return to the Assessors with written confirmation from the contractors that the building is to be destroyed and a date of destruction with a contract to re-build. If that is not obtainable discussion will in regards to the abatement will continue with building value discussion?

Motor Vehicle - All document signed by Alan Coutinho and Joe Mattei

Warrant to Collector – Commitment #2 signed by the board

Abatements - signed by board

Income and Expense Forms/2nd Home Owner Form of Lists

As required by DOR Jenn mailed out all commercial, industrial, mixed use and multi dwelling forms along with 2nd home owner form of list.

Chapter Land Applications

Jenn mailed out 57 letters to chapter land owners noting that they had not filled out the required acknowledgement forms. Jenn noted several applications had more serious filing issue or no filing at all. The owners will be contacted by mail and given a deadline to submit the required paperwork. Several properties have expired forest management plans as well.

Chapter Land Applications (correct) signed by board
Forest Management Plan –Spearence signed by Alan.

Real Estate Abatements

Perkins - Jenn changed the value from Excellent to Very Good which changed the building value to \$396,225. The abatement will be granted and signed at the next meeting.

Next Meeting

Monday April 11 at 5:30 p.m.

The board adjourned at 7:00 p.m.

Respectfully Submitted:
Jennifer Morse
Interim Assessor Assistant
March 31, 2016
