

SHELBURNE BOARD OF ASSESSORS

Meeting Minutes

August 13, 2018

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

Board Members Present Meeting: Alan Coutinho, James Richardson, Joseph Mattei

Jennifer Morse -Assistant Assessor

Minutes

Minutes of July 9, 2018 were approved¹

Signatures - Signed by all board members unless otherwise noted

Monthly List Real Estate – July 2018 Fiscal Year 2019²

Monthly List Motor Vehicle – July 2018 Levy Year 2018³

Motor Vehicle Commitment #4 – Warrant to Collector Levy Year 2018⁴

Clause 18- Financial Hardship Policy⁵ – Final

58 Maple Street

The property record card⁶ was reviewed with changes being made to the Physical Condition of the structure after the March Fire. The Physical Condition was changed to dilapidated as was the Bath/Kitchen features. A letter will be sent with explanation to the property owners.

57 Fiske Mill Road

The property record card⁷ was reviewed with changes being made due to the January fire. The structure was removed with the foundation being placed in yard items. As of the July field review the structure was partially standing and the foundation was intact. A building permit has been issued for demo of the structure and if the foundation will be removed from the property card effective January 1, 2019 if it has been removed as well. A letter will be sent with explanation to the property owners.

Assistant Assessor Updates

1. Apex Orchards 58.8⁸: The request for authority to abate taxes for previous years was sent back by the Department of Revenue with a note regarding the 2016 tax and the lack of meeting the guidelines to abate. Jenn will send a letter to the property owner notifying of the decision.
2. Gateway Passwords: Board members have been set up with usernames and passwords for the Gateway system to sign documents digitally as required by the DOR.
3. Point Software: The Motor Vehicle software has been installed and works with the exception of the ability to print. Northeast IT is working with Point to correct the problem. Jenn will look into purchasing a printer for the office that will print double sided property cards as well as Point Motor Vehicle certificates. A motion was made and seconded to spend up to \$250 on a printer for the office – VOTE was unanimous.
4. Employee Evaluation Forms: Forms were distributed to Board members for the evaluation of the Assistant Assessor
5. Small Business Letter: The annual small business (business under 10 employees) was reviewed. This letter is not a public record.
6. Personal Property Account: Discussion on the personal property account for Bisquit Hill Farm. The account will be closed effective FY19.
7. The office will be closed on August 22nd for vacation

A motion was made and seconded to adjourn the meeting at 6:25 p.m. all in favor.

Respectfully Submitted:
Jennifer Morse
Assistant Assessor
August 15, 2018

Documents

1. Minutes of July 9, 2018
2. Monthly List Real Estate – July 2018
3. Monthly List Motor Vehicle – July 2018
4. Motor Vehicle Warrant to Collect – Commit #4
5. Clause 18 Policy – Final
6. Property Record Card – 58 Map Street
7. Property Record Card – 57 Fiske Mill Road
8. 58.8 Request for Authority to Abate – Apex Orchards

Approved: 9/10/18