

# SHELBURNE BOARD OF ASSESSORS

## Meeting Minutes

November 5, 2018

The meeting was called to order at 4:02 m. by Alan Coutinho

Board Members Present Meeting: Alan Coutinho, James Richardson, Jennifer Morse -Assistant Assessor

Board Members Absent: Joe Mattei

Shelburne Fire District/Prudential Committee: James Wholey, Joe Palmeri, George Dole

Town Collector: Maureen Pike

### Appointment – Shelburne Fire District Prudential Committee & Town Collector

The Board met with the Prudential Committee and Town Collector to review the tax rate setting process and the request from Mr. Baker to release excess overlay funds. Jenn shared the definition of overlay and the figures from the past five years including the FY19- OL-1 report. The Prudential Committee did not see any reason to request a release of excess overlay and Jenn explained that overlay released at this point if not voted on by Fire District for use during FY19 would then be rolled into FY19 free cash. It seems as if Free Cash has not been certified in the past prior to the setting of the tax rate. Mr. Baker expressed that the Town Collector and Assessors were holding him up for Free Cash certification. Jenn contacted the Department of Revenue and had a conversation with the District Financial rep, David Guzman. Mr. Guzman confirmed that this was not the case. Town Collector (Maureen Pike) stated that she had completed the forms that she is required to complete by mid-August. Discussion on how to get the tax rate set in a timely fashion resulted in an agreement that Mr. Baker with a Prudential Committee member would bring all the documents to the Assessors office to be entered with the help of the Town Collector and Assistant Assessor. Jenn also shared that moving forward all Prudential Committee members and the clerk would have to submit their signatures on the LA5 electronically according to the DOR. Jenn will ask Terry to set them up in Gateway with passwords and when the time comes will help each person. There was further discussion on the tone and manner in which Mr. Baker uses when he is dealing directly with the Town Collector and Assistant Assessor.

### Minutes

Minutes of October 1, 2018 were reviewed and approved

Minutes of October 22, 2018 were reviewed and approved

### Signatures

Real Estate/Personal Property Monthly List – October 2018 Levy FY19

Motor Vehicle Monthly List - October 2018 Levy18

### Chapter Land Applications

Owner Name	Classification	Total Acres
Robert Liebenow	61B	10.9
Ashenden/Marcy	61A	124.4
Young	61A	102.073
Dubreuil	61A	5.494
Goldthwaite	61A	190.1
Goldthwaite, R	61A	57
Rae	61A	39.57

Dole Forest Management Plan - Jenn reported that a Forest Management Plan was completed and she would forward the information to DCR as received by G. Dole for L. Dole and H. Dole.

### **Patriot Properties Cyclical Inspections**

Patriot Properties Jim King is in the field for several weeks in Shelburne conducting cyclical inspections. The work is being done to complete all inspections and bring them current as directed by the DOR. Letters have been sent to every homeowner prior to inspection.

### **LA4 (Values) & LA13 (New Growth)**

The documents were reviewed and a conference call will be set up with Patriot Properties on November 19<sup>th</sup> to review the documents and the LA3 (sales). Prior to the meeting Jenn will forward members copies of the documents and supporting documents.

### **Tax Classification Hearing**

A tentative date of November 26<sup>th</sup> has been scheduled with the Board of Selectmen for the tax classification hearing. Jenn will post the legal notice as the date approaches if the board is ready to move forward.

### **Assistant Assessors Updates**

Utility ATB 50/50 Methodology - Jenn shared information from the MAAO conference in regards to the Department of Revenue new requirement for Utility appraisals for the 504(Electric Company) values. Current values are received from the entity in the form of net book value. Jenn reported that Rowe, Montague, Heath and Colrain have all hired appraisal companies and found an increase in value using this appraisal system. Jenn will reach out to the consultant used in Heath and Colrain for more information for the next meeting.

Capital Requests - The capital request memo was reviewed and will be discussed at the next meeting.

FCAA Roundtable - Shelburne will be hosting the next Roundtable discussion of the Franklin County Assessors Association on December 12<sup>th</sup> at 10 a.m.

### **Items not reasonably anticipated by the chair 48 hours in advance of the meeting**

A motion was made and seconded to adjourn the meeting at 4:55 p.m. all in favor.

Respectfully Submitted:  
Jennifer Morse  
Assistant Assessor  
November 7, 2018

Approved: 11/19/18  
Vote: 2-0