

**SHELBURNE BOARD OF ASSESSORS**  
**Meeting Minutes**  
**June 24, 2019**

The meeting was called to order on Monday June 24, 2019 at 7:07 p.m. by Alan Coutinho (Chairman)  
Present: Alan Coutinho, James Richardson, Jennifer Morse  
Guest: Shawn Allen

**Reorganize**

It was determined that Alan Coutinho would remain Chair for Fiscal Year 2020.

**Appointment**

Shawn Allen of Barnard Road joined the board as he is interested in being appointed to the Board of Assessors. The term will end at the next election in May 2020 at which time he will have to run for election if he wishes to continue to serve. Discussion on the state ethics test being completed at the time of appointment and Course 101 within 2 years being requirements. Board members also gave Mr. Allen details of the recent town meeting and the vote to keep stipends at the current rate along with advice on how to handle public inquiries into values, tax rates etc. **A motion was made by Alan Coutinho and seconded by James Richardson to recommend to the Board of Selectmen the appointment of Shawn Allen to the Board of Assessors. Vote: 2-0.** Jennifer left the meeting to inform the Board of Selectmen of the appointment as they were in a meeting. Immediately following Shawn Allen joined the Board of Selectmen and was appointed to the Board of Assessors. Mr. Allen was given information on how to be sworn in and joined the Board of Assessors for the remainder of the meeting (however did not sign or vote since he was yet sworn in to office).

**Minutes**

Minutes of April 22, 2019 – Reviewed and approved<sup>1</sup>

Minutes of May 22, 2019 – Reviewed and approved<sup>2</sup>

**Abatements/Exemptions**

\*Abatement & Exemption applications are not open for public inspection (GL Chapter 59, Section 60)

**Map 12 D, Lot 19** - The Board reviewed the denial of the abatement application. Alan Coutinho stated that the property owner had been in to meet with the board on May 6<sup>th</sup> however due to a lack of quorum only Alan was present. Alan felt as if the abatement should be granted due to the utility easement on the property taking up 25% of the FF and .63 acres. Jennifer shared the map and easement information and Alan talked of the old cannery which was once on the property. Jennifer questioned shared septic's and the Board of Assessors past practice in granting negative influences for two parcels that share one system. Jim Richardson said that these two parcels were once owned by the same person which is why they were shared and should not get a negative influence. **A motion was made and seconded to grant an abatement to reduce the value of the property to \$182,900 due to the utility easement. Vote 2-0.** Jennifer will notify the taxpayers and prepare the abatement certificate for signature.

**Map 10D, Lot 22** – A motion was made and seconded to grant an abatement in the amount of \$1885.09 (Town) and \$108.73 (District). Vote: 2-0

**Map 37D, Lot 2** – A motion was made and seconded to grant an abatement in the amount of \$945.42 (Town) and \$54.53 (District). Vote 2-0

**Map 33D, Lot 3** - A motion was made and seconded to grant an abatement in the amount of \$3272.29(Town) and \$188.74 (District). Vote 2-0

### **Vispanna Meditation Center**

Jennifer shared that a meeting will be set up with the director of the center, Board of Assessors and Matt Marchese from the Board of Assessors to discuss the donation from the center. Documents were reviewed by the Board.

### **Signatures – Signed by Alan Coutinho and James Richardson unless otherwise noted**

Warrant to Collector<sup>3</sup> – FY 2020 Preliminary Personal Property Town of Shelburne \$185,945.72  
Warrant to Collector<sup>4</sup> – FY 2020 Preliminary Real Estate Town of Shelburne \$1,712,864.12  
Warrant to Collector<sup>5</sup> – FY 2020 Preliminary Real Estate Shelburne Fire District \$66,843.46  
Warrant to Collector<sup>6</sup> – FY 2020 Preliminary Personal Property Shelburne Fire District \$8,079.56  
Warrant to Collector<sup>7</sup> – MV Excise Commit #3 \$10,206.59  
Monthly List<sup>8</sup> – Real Estate/Personal Property – Town of Shelburne May 2019 – Levy FY2019  
Monthly List<sup>9</sup> – MV May 2019 Levy 2019  
Monthly List<sup>10</sup> – Real Estate/Personal Property – Town of Shelburne April 2019 – Levy FY2019  
Monthly List<sup>11</sup> – MV April 2019 Levy 2019  
Monthly List<sup>12</sup> – Real Estate/Personal Property – Shelburne Fire District April 2019 – Levy 2019

### **Draft – Data Collection Manual – Table to Next Meeting<sup>13</sup>**

Jennifer to forward to all board members for discussion at the meeting in July.

### **FY2020 Exemption Information –**

The 2020 Exemption information<sup>14</sup> was reviewed. Postcards notifying those who received statutory exemptions last year will receive a postcard this year after July 1 notifying them that applications are available. Jennifer will forward the information to the Senior Center.

### **May Sales in Patten Neighborhood**

Jennifer brought to the attention of the Board that two houses sold substantially higher than they were assessed at. This neighborhood saw a large increase in values for Fiscal Year 2019. Jim Richardson stated that he would not support a “view tax” as they are too subjective.

### **Cyclical Inspection Update & Certification Directives Update**

The Department of Revenue instituted a new program for community in the third year between revaluations. The certification directive<sup>15</sup> update was reviewed and was submitted by Jennifer. There were three directives issued by the DOR in 2017. Completed is the directive to implement GIS mapping. Jennifer discussed the directive regarding income and expense information and stated that few returns are received each year for commercial/mixed use properties and recommends that the Board of Assessors institute a penalty for those who do not return the Income and Expense forms. The third directive was in regards to cyclical inspections which Jennifer shared 390 inspections were completed in FY2019. There are 28 properties to be visited mostly land and LUC 106 properties. The board will need to discuss plans for cyclical inspections moving forward at a future meeting.

### **Hydro Facility Appraisal FY22**

Pam Guyette from the Buckland Board of Assessors reached out and both boards should meet to discuss a shared appraisal of the Hydro Facilities. A meeting date has not been set.

### **Assistant Assessor Updates**

House Demo Valuation - A house on Bardswell Ferry Road was used by local fire departments as a training location and burned in early June. It was agreed to adjust the depreciation showing a 50% reduction in value for FY2020.

Vacation Time/Personal Time - June 26 – June 27

**Next Meeting**

July 29, 2019 at 7 p.m.

Respectfully Submitted:

Jennifer Morse  
Assistant Assessor  
July 1, 2019

**Document List**

1. Minutes of April 22, 2019 – Reviewed and approved
2. Minutes of May 22, 2019 – Reviewed and approved
3. Warrant to Collector – FY 2020 Preliminary Personal Property Town of Shelburne \$185,945.72
4. Warrant to Collector – FY 2020 Preliminary Real Estate Town of Shelburne \$1,712,864.12
5. Warrant to Collector – FY 2020 Preliminary Real Estate Shelburne Fire District \$66,843.46
6. Warrant to Collector – FY 2020 Preliminary Personal Property Shelburne Fire District \$8,079.56
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9. Monthly List– MV May 2019 Levy 2019
10. Monthly List– Real Estate/Personal Property – Town of Shelburne April 2019 – Levy FY2019
11. Monthly List– MV April 2019 Levy 2019
12. Monthly List– Real Estate/Personal Property – Shelburne Fire District April 2019 – Levy 2019
13. Draft Collection Manual
14. Exemption Information FY2020
15. DOR – 3<sup>rd</sup> Year Interim Adjustment Directives

Approved: 7/29/19