

SHELBURNE BOARD OF ASSESSORS
Meeting Minutes
July 29, 2019

The meeting was called to order on Monday July 29, 2019 at 7:00 p.m. by Alan Coutinho (Chairman)
Present: Alan Coutinho, James Richardson, Shawn Allen, Jennifer Morse

Minutes

Minutes of June 24, 2019 were reviewed and approved

Signatures – Signed by all board members unless otherwise noted

Monthly List – Shelburne Fire District Real Estate/Personal Property– June 2019

Monthly List – Town of Shelburne Real Estate/Personal Property – June 2019

Warrant to Collector – Motor Vehicle Commitment #4 - \$10,350.03

Uncollectible Motor Vehicle Tax – Fiscal Year 2016, 2017, 2018 – Request from Collector

Taylor Forest Management Plan Certificate - Signed by Alan Coutinho

Monthly List – Motor Vehicle – June 2019 Uncollectible Tax Levy Year 2016

Monthly List – Motor Vehicle – June 2019 Uncollectible Tax Levy Year 2017

Monthly List – Motor Vehicle – June 2019 Uncollectible Tax Levy Year 2019

Draft – Data Collection Manual

**A motion was made by Alan Coutinho and seconded by James Richardson to adopt the Data
Collection Manual. Vote: 3-0**

Great River Hydro – FY2020 Form of List – Appraisal 2022

Jennifer shared the FY20 Form of List with attachment from Great River Hydro (personal property lists not open to public inspection). The entity claims that they have no personal property in Shelburne. Jennifer shared the property record card for Deerfield #2 which has a dam on the real estate parcel, however there is a personal property account with no reference. Jim Richardson thought it is part of Deerfield #3 however the appraisal from Kitch Lee only addressed Deerfield #2. Jennifer stated that the town should be consistent listing the assets either as real estate or personal property but not both. Jennifer will be sitting down with Kitch Lee who did the last appraisal for insight and will report back to the board at their August meeting. Jennifer is concerned that if this is not addressed Great River Hydro may appeal their FY20 personal property values. Great River Hydro has been receiving a personal property bill since the revaluation in Fiscal Year 2017 and has been paying them without appeal.

Personal Property to be inspected for Fiscal Year 2020 was reviewed. Jennifer shared that she had sent all form of lists to Patriot Properties last week and inspections will take place this fall. There are fourteen new and current accounts to be inspected.

Jim Richardson removed his “Assessor hat” to discuss his Fiscal Year 2019 personal property bill stating that he didn’t know what he was being taxed for after filling out the Fiscal Year 2019 form of list with no assets. Mr. Richardson said that he had an inspection but his equipment is used for farming and he has farm plates – that most of his equipment does not run. Jennifer will send him the account listing and told Mr. Richardson that he had the recourse of filing an abatement by the February 1st deadline if he did not agree with the value. Mr. Richardson stated that there was not a full board at the time.

Income and Expense Data

The Board reviewed Section 38 D fines for not returning Income and Expense forms. Jennifer shared that the return is very low for these forms and it is one of the FY17 revaluation directives. The board agreed that for

Fiscal Year 2021 a letter will accompany the forms warning that the board will impose fines for FY2022 if data is not received.

Cyclical Inspection Plan ending FY2030

Jennifer shared that inspections for the cyclical period ending Fiscal Year 2020 are mostly complete with the exception of some land and yard item inspections. Jennifer shared that there are several ways the town could move forward either yearly, half every five years, or a full measure and list in 10 years. Patriot Properties does all building permit inspections as part of the three year contract but does not do cyclical inspections. It was agreed to look into expense for a five year program. Discussion on past practice of inspections and how letters sent to property owners has improved response to cyclical inspections. Jennifer will bring information on the options to a future board meeting.

Neighborhood 2 Sales

Jennifer again expressed concern over the sales in the Patten Neighborhood as properties continue to sell well above assessed values. She shared that she has had a conversation with the Department of Local Services who feels that a study of factors may be warranted. Discussion on Arms -Length sales and coding of non arms- length led to Jennifer stating that these sales have all been arms-length. The sales analysis has not been completed and Jennifer will present the data when it is available

CAI – GIS Internet Services Contract

A motion was made by Alan Coutinho and seconded by Shawn Allen to recommend that the Board of Selectmen sign the contract. Vote: 3-0

June Building Permits

Permits for June were reviewed including new construction on Bardswell Ferry Road

Assistant Assessor Updates

The office will be closed Monday August 5 – Friday August 9th for the annual MAAO Summer School.

Next Meeting

August 19, 2019

Respectfully Submitted:

Jennifer Morse
Assistant Assessor
July 31, 2019

Document List

- Minutes of June 24, 2019 were reviewed and approved
- Monthly List – Shelburne Fire District Real Estate/Personal Property– June 2019
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- Warrant to Collector – Motor Vehicle Commitment #4 - \$10,350.03
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- Taylor Forest Management Plan Certificate - Signed by Alan Coutinho
- Monthly List – Motor Vehicle – June 2019 Uncollectible Tax Levy Year 2016
- Monthly List – Motor Vehicle – June 2019 Uncollectible Tax Levy Year 2017
- Monthly List – Motor Vehicle – June 2019 Uncollectible Tax Levy Year 2019
- Draft Data Collection Manual
- Personal Property Accounts to be inspected for Fiscal Year 2020
- Income and Expense Fines – Section 38D
- CAI- GIS Services Contract

- June Building Permits