

## SHELburnE BOARD OF ASSESSORS

### Meeting Minutes

October 16, 2019

The meeting was called to order on Wednesday October 16, 2019 at 7:00 p.m. by Alan Coutinho (Chairman)

Present: Alan Coutinho, Shawn Allen, Jennifer Morse

Absent: James Richardson

#### Minutes

Minutes of September 23, 2019 were reviewed and approved.

#### Signatures – Signed by members present unless otherwise noted

Monthly List – Real Estate/Personal Property – September 2019 – Levy 2020

Motor Vehicle Monthly List – September 2019 – Levy 2019 - TABLED

Motor Vehicle Commitment #5 – Warrant to the Collector

Chapter 61B Lien – Manners

#### Memo re. Capital Planning

The memo from the Town Administrator dated October 10, 2019 regarding FY21 Capital Planning was reviewed.

The Board of Assessors has no capital needs at this time.

#### Tax Rate Setting Status

**LA3 - The** LA3 was reviewed by the board. Discussion on Land Use Codes and Codes for Sales – Jennifer will email a complete listing to the board members for reference. Sales from 7/1/17 – 6/30/19 were used in the study. Neighborhoods 1, 2 and 3 all saw a 5% increase in land values with Neighborhoods 4 & 5 staying the same. Jennifer again shared her concern in regards to Neighborhood 2 and Assessment Sales Ratio that continues to be above DOR standards. The properties continue to sell for more than the Assessed values. Jennifer shared that the DOR and Patriot are once again suggesting that the Assessors look at a View Modifier. Within the past several months properties along the Mohawk Trail and in the Village are selling for substantially more than the assessed values.

**LA15 - The** LA15 was reviewed by the Board showing the Median ASR of .93-.95 in all classes and a COD of 1- 6.45.

**LA4 - The** LA4 for both the Town and District were reviewed. The Town LA4 shows the total taxable increase of 5.6%.

The plan is to have the LA13 – New Growth done by the next meeting. Jennifer has requested a tax classification hearing for the first meeting in November with the BOS. Jennifer will reach out to Jim Wholey to get information on where the Fire District stands in entering the Tax Rate Recap and other documents into Gateway.

**MOTION: A motion was made Alan Coutinho and seconded by Shawn Allen to approve the LA3, LA15 and LA4's and to allow Jennifer Morse to sign the documents in Gateway on behalf of the Board of Assessors. Vote: 2-0**

#### October 3 – DOR/FRCOG Training Follow-up

Shawn Allen attended the training on October 3, 2019. He shared that it was good with Budgeting and Tax Recap information being shared. He said the state has a lot of resources for members. There was discussion on education and attending the MAAO Fall Conference. Jennifer will keep the board updated on potential trainings through the MAAO and FCAA.

## September Building Permits – Reviewed

### September Sales

The Board reviewed the sales noting that another Bridge Street commercial building sold with an ASR that was below DOR standards. The sale from August and September were not used in the current LA3.

### Forest Management Plans

Jenks – Forest Management Plan – Chapter 61A

Signed by Alan Coutinho

#### Chapter Land Applications

Jenks	Map 27 Lot 2	Chapter 61
Kimball	Map 10 Lot 13	Chapter 61B
Ashenden/Marcy	Map 8 Lot 7	Chapter 61A
Davenport	Multiple	Chapter 61A
Young	Map 38 Lots 7 & 12	Chapter 61A
Franklin Land Trust	Map 12, Lot 26	Chapter 61A
Harrington	Multiple	Chapter 61A
Richardson	Multiple	Chapter 61A
Schoelzel	Map 18, Lot 32	Chapter 61A/APR
Dubriel	Map 32, Lot 7.1	Chapter 61A
Davis	Map 11, Lot 4	Chapter 61A
Goodnow	Map 23, Lot 23 & Map 24, Lot 13	Chapter 61B
Hager Farm	Map 23, Lot 10.1 & Map 28, Lot 10	Chapter 61A
Dean/Kulp/Kreger	Map 22, Lot 3.4 & Map 21 Lot 8	Chapter 61A
Chadwick	Map 10, Lot 25	Chapter 61A
Patten Hill Farm	Map 31, Lot 3.1 & Map 31, Lot 11	Chapter 61A
Apex Orchards	Multiple	Chapter 61A
Simpson	Map 18, Lot 5	Chapter 61A
York	Map 13, Lot 1	Chapter 61A
Herzig	Map 36, Lots 6 & 8	Chapter 61A
Liebenow	Map 34, Lot 8	Chapter 61B
Williams	Multiple	Chapter 61A
Palmeri	Map 17, Lot 35	Chapter 61A
Meijers	Map 17, Lot 37.1	Chapter 61A
Flaccus	Map 24, Lot 1	Chapter 61A
Levin	Map 19, Lot 3.1	Chapter 61A
Gould	Multiple	Chapter 61A
Butler	Map 11, Lot 5	Chapter 61A
Gould Maple Farm	Multiple	Chapter 61A

#### Notes:

Davis – New owners of the Greene/Vight property on Gould Road. Ms. Davis has been given instructions on the affidavit for continued use and new lien requirements.

Kelly - Map 13, Lot 33 - Chapter 61A granted at this time. The Forest Management Plan is expiring on December 31<sup>st</sup>. Mr. Kelly shared that he is having the plan updated and will get it to the Board. Jennifer to send a reminder letter.

Dole - The application was not granted at this time. Jennifer to send a letter to the George L. Dole stating the plan must be received by the Assessors and DCR no later than the promised date of November 15, 2019. If the Forest Management Plan is not received by that date the application will be denied and the land removed from Chapter status for FY21.

Call - The application was not granted at this time. It has been noted that the property is not being used as classified and that there is no income or lessee listed on the application. Jennifer to send a letter asking for clarification by the end of November. Jennifer will also share with the property owner's information on Chapter 61B.

As of the meeting there are three outstanding applications...Julia Fiske, Jeffrey Barden and Scott Rae. Letters have been sent requesting applications no later than November 1, 2019.

#### **Assistant Assessor Updates**

- October 3 – What's New in Municipal Law? Jennifer attended the DOR seminar with updates to ATB cases and an afternoon class.
- CAI – mapping company will now be scanning maps and sending them directly back to town with updated maps and change lists being emailed at a later time.
- Free Cash Certification was received on 10/10/19
- Registry of Deeds increase to fee schedule will increase Chapter Liens to \$105 for filing.

#### **Next Meeting**

October 28, November 13, November 25, December 9

**MOTION: A motion was made and seconded to adjourn the meeting at 7:51 p.m. Vote 2-0**

Respectfully Submitted:

Jennifer Morse  
Assistant Assessor  
October 21, 2019

#### **Document List**

Minutes of September 23, 2019  
Monthly List – Real Estate/Personal Property – September 2019 – Levy 2020  
Motor Vehicle Commit #5- Warrant to Collector  
Dole Forest Management Plan – Letter  
Forest Management Plan - Jenks  
Chapter Land Applications  
September Building Permits  
September Sales – Warren Group  
Memo from CAI Technologies  
Free Cash Certification  
Updated Registry of Deeds fees