

SHELBURNE BOARD OF ASSESSORS
Meeting Minutes
January 8, 2020

The meeting was called to order on Wednesday January 8, 2020 at 3:53 p.m. by Alan Coutinho. The meeting was held in the Board of Assessors Office.

Present: Alan, Coutinho, James Richardson, Shawn Allen, Jennifer Morse

Minutes

Minutes of December 9, 2019 were reviewed and approved

Signatures – Signed by members present unless otherwise noted

Monthly List – Motor Vehicle November 2019

Monthly List – Motor Vehicle December 2019

Monthly List – Real Estate/Personal Property December 2019

Shelburne Fire District Exemptions

Motor Vehicle Warrant to Collector – Commitment #7

Shelburne Fire District Warrant to Collector FY20 Personal Property – 3rd & 4th Quarter

Shelburne Fire District Warrant to Collector FY20 Real Estate – 3rd & 4th Quarter

Boron Chapter Lien – Signed by Jim and Shawn will be signed by Alan in front of Notary

Shelburne Fire District

Discussion on the tax rate setting process and the amount of time spent by the Assistant Assessor from November 25 – December 18 to get the tax rate set. The Assistant Assessor had spent five hours of her time helping get the Fire District free cash certified prior to November 25th. Much more time was spent trying to get the rate certified due to problems with the Free Cash Vote, Balance Sheet, and Overlay Account. Jenn shared that the DOR was equally as frustrated with the accounting functions of the District and at one point put the District rate on hold. Jenn shared that she had recently spoke with Jim Wholey and offered to call the Shelburne Falls District to see how they work in regards to Treasurer/Accountant. Jenn will report back to the assessors who would like the Fire District to attend a joint meeting.

Jenn shared that the Town Rate was also held up due to some accounting and sewer enterprise fund issues. Data had been sent to Point Software well in advance so once the rates were set, the collector had the bills printed on Monday and mailed on Wednesday. There was discussion on the need for the Assessors Office to see the commitment totals before bills are mailed moving forward.

Jenn shared concerns regarding Point Software (tax billing software), a taxpayer had changed their address and the information was sent to Point correctly. Point never made the address change on their end. Discussion on new software that would have an Assessors data bridge direct to the collector software would eliminate such errors and bills would be printed in house with no need for a third party vendor or specialty paper.

Budget 2021

Hydro Appraisal - Shelburne has not had an appraisal done of the Hydro Facilities since 2015. Kitch Lee has proposed doing an appraisal for Buckland and Shelburne combined with the Shelburne portion being \$2000.

Utility Appraisal - Waiting on numbers from various vendors

In-house vs. Assessing Services - Waiting on numbers from vendors regarding proposal for Assessing Services, Cyclical inspections and looking at the possibility of the Assistant Assessor taking on more responsibilities for the interim and reval process.

Stipends - Discussion regarding the Annual Town Meeting last May. The board decided to request “level” funding of the stipends for FY2021.

The Assessors budget hearing has been scheduled for March 16 at 7:30 p.m.

Update from Other Boards/Committees - None

Forest Management Plans/ Chapter Land

Young to Rae – Chapter 61A land sale - Jenn emailed the attorney requesting an affidavit of continued use to be filed – the email also notified the owner that DCR would be reaching out for an amendment to the Forest Management Plan and the Assessors will be reaching out for a new lien.

Richardson – Forest Management Plan – Amendments – Jim was unsure if the plans had been sent and stated that he would send them tomorrow (January 9, 2020). Jenn will email him directly after the meeting so he can respond with the plans attached. Jenn confirmed with DCR earlier in the day that they had not been received by their office. Shawn shared his concerns over Jim being an assessor and having a correct/current FMP especially since the board has been working to make all property owners compliant.

Iwanowicz – Forest Management Plans – The mapping company is working on defining the land boundaries requesting deeds and survey’s for abutting properties. Jenn shared that she will work the different Chapter Land scenario’s for Mr. Iwanowicz once we have the mapping details.

Call - The Chapter Applications was denied for Fiscal Year 20201 – owners did not respond to written and verbal requests from the board regarding land use.

Exemption - A Surviving Spouse exemption was granted in the amount of \$175.00 for application 16 -2020

Assistant Assessor Updates

Email from Hinds Office regarding MDAR and APR Programs – reviewed
STM – January 22, 2020 – reviewed articles

Jim left the meeting at 4:43 p.m.

Next Meeting – January 22, 2020 at 4 p.m.

MOTION: A motion was made and seconded to adjourn the meeting at 4:50 p.m. Vote 2-0

Respectfully Submitted:
Jennifer Morse
Assistant Assessor
January 9, 2020