**SHELBURNE BOARD OF ASSESSORS**

 **Meeting Minutes**

**December 23, 2021**

The meeting was called to order on Thursday December 23, 2021 at 6:02 p.m. by Jim Richardson. The meeting was held at the Shelburne Fire Station

Present: Joel Dwight, Alan Coutinho, Jim Richardson, Paula Morse

**Minutes**

Minutes for December 2nd and December 9th were approved by Alan Coutinho, Jim Richardson and Joel Dwight.

**Assistant Assessor Updates –** Assistant Assessor informed the Board that the bills will be printed and are going out the week of the 26th.

Paula also let the board know that the FY 2023 budget is due to be completed and turned in by January 27th, 2022

 **Income and Expense** – The Board approved and signed the Income and Expense letter that will be going out with the Income and Expense forms. These will be mailed the week of the 26th.

 **Chapterland -** We have one resident who did not apply for 2023 Chapter land who is in 61. The Forestry plan expires December 31, 2021. The Assistant Assessor let the Board know that because this is a certification year the Board will be unable to make any exceptions on application dates. The Board will discuss options at the next meeting.

**Next Meeting – Thursday January 20th at the Fire Station at 18 Little Mohawk Road.**

**Motion was made by Jim Richardson and seconded by Alan Coutinho to adjourn at 6:17pm.**

**Respectfully Submitted:**

**Paula Morse**

**Assistant Assessor**

**December 27, 2021**

 Documents Submitted:

 Sewer Liens

 Tax Abatement/Exemption Certificates

 I & E Letter from the Board

 MV Monthly Turnover November