

SHELBURNE BOARD OF ASSESSORS
MINUTES of Sept 9, 2013 Meeting

1. Meetings called to order at 6:10 PM - Joe Mattei, Jim Richardson, & Alan Coutinho present
2. signed previous meeting minutes
3. signed Motor Vehicle Excise Tax Abatements, and one Personal Property Abatement
4. signed two "Assessors Warrant to Collector Motor Vehicle and Trailer Excise"
5. Signed a Dept of Revenue Property Tax Exemption Reimbursement Form
6. Discussed status of Chapter applications re October 1 deadline.
7. DCR Plans – Status of management plans received
 - Ready (?) for October 1 deadline for Chapter Applications
8. Briefly discussed petition to Appellate Tax Board by of MCI Communications (received 6/25/13). Petition is in response to Department of Revenue's valuation of statewide personal property of MCI Comm. We will await response by DOR or the ATB.
9. Reviewed status of
 - Building Permits received for July, August, Sept: have been entered into CAMA system
 - Deeds & Plans received July, August, Sept: have begun initial evaluation of "arm's length" sale status
10. Discussed status of Revaluation work led by Roy Bishop. Revaluation materials submitted to Joe Barbieri and DOR on 8/28/13. We expect response from DOR within the next 4 or 5 weeks.
11. Assessors Office – New Office Hours – proposed & approved
 - Mon & Tues: 8 – 4:30; Weds: 8 – 11
 - plus 2nd & 4th Mondays: 5-7pm - by appointment
12. Discussed several startup-up topics involving Bill Barry, the new part-time Assistant Assessor . Hire Date 8/1/13.
13. New Business
 - Discussed recent problem of having only one person who knows computer access codes (user ids & passwords) for all Assessor Office systems. Agreed to create two copies of such codes for secure storage with Town Manager and Chairman of Board of Assessors
 - Briefly discussed existing budget and expect timing of replacement of 8 year old computer
14. Planning next meeting date: possibly Sept 23, or within 1 week of that date. To Be Determined and announced.
15. Adjourned Meeting @ 6:55 P.M.

_____ James T. Richardson, Chairman

_____ Joseph P. Mattei

_____ Alan L. Coutinho