

SHELBURNE BOARD OF ASSESSORS

Meeting Minutes

February 4, 2019

The meeting was called to order at 4:00 m. by Alan Coutinho

Board Members Present: Alan Coutinho, James Richardson, Jennifer Morse - **Assistant** Assessor

Board Members Absent: Joseph Mattei

Minutes

Minutes of January 7, 2019¹ were reviewed and approved

Signatures- signed by all board members unless otherwise noted

Real Estate/Personal Property Monthly List – January 2019 Levy FY19²

Motor Vehicle Monthly List – January 2018 Levy19 - **TABLED**

Real Estate/Personal Property Abatements

The board reviewed all of the applications received. Jennifer presented the board with guidance from the DOR in regards to abating land values³. There are four reasons for abatement, overvaluation, disproportionate assessment, misclassification of real property and statutory exemption. While individual features of a property may be overvalued (building and yard items) it is not recommended by the DOR or Assistant Assessor to abate land values which have been reviewed by Patriot Properties and approved by the DOR. Assessors use mass appraisal procedures and techniques when determining the fair cash value of properties in their town. Sales from July 1, 2016 – June 30, 2018 were used for Fiscal Year 2019. There were several properties that will need to be inspected and Jennifer will make appointments.

Real Estate Exemptions

One real estate exemption was acted on the other tabled due to a conflict of interest between Alan and the applicant.

FY20 Budget⁵

Jennifer shared with the board a survey⁴ of Franklin County Towns that she created showing the stipends for board members, weather the town contract assessing services and type of admin support and hours. Jennifer shared that she thinks the Board of Selectmen will be looking at the stipends for members of the board during the budget process. The board decided to request the 2.5% stipend increase. The only other changes to the FY20 budget are in expenses – the motor vehicle software has been added. Jennifer will revise the budget sheets and forward them to the Town Administrator. There was discussion on increasing the Assistant Assessor hours from 20-24 hours per week, making the office open Monday, Wednesday and all day Thursday. Jennifer will speak with the Town Administrator about this request.

2018 Town Report Submission⁶

The draft submission was reviewed and will be sent to the town administrator for inclusion in the 2018 Town Report

Assistant Assessor Updates

None

Items not reasonably anticipated by the chair 48 hours in advance of the meeting

Jim Richardson shared that a recent land/bank appraisal on a vacant Bardswell Ferry Road parcel which is 7 acres came in at \$200,000.

Next Meeting: February 20, 2019

A motion was made and seconded to adjourn the meeting at 4:35 p.m. all in favor.

Respectfully Submitted:

Jennifer Morse

Assistant Assessor

February 11, 2019

Document List

1. Minutes of January 7, 2019
2. Real Estate Monthly List – January 2019 – Levy 2018
3. Guidance from Course 101 Manual regarding abatement reasons
4. Franklin County Assessing Office Information Sheet
5. FY20 Budget Assessors
6. Town Report Submission – Draft