

SHELBURNE BOARD OF ASSESSORS
Meeting Minutes
August 19, 2019

The meeting was called to order on Monday August 19, 2019 at 7:00 p.m. by Alan Coutinho (Chairman)
Present: Alan Coutinho, Shawn Allen, Jennifer Morse
Absent: James Richardson

Minutes

Minutes of July 29, 2019 were reviewed and approved

Signatures – Signed by members present unless otherwise noted

Monthly List –Real Estate/Personal Property Town of Shelburne July 2019 – Levy 2019
Monthly List – Real Estate/Personal Property Shelburne Fire District July 2019 – Levy 2019
Monthly List – Motor Vehicle - July 2019 – Levy 2019
Forest Management Plan – Apex Orchards Signed by Alan Coutinho (Added 8/19/19)

Cyclical Inspection Plan for FY21-FY23

The current contract with Patriot Properties for assessing services expires this fiscal year (June 30). Jennifer shared with the board the quote for the same services for the next three fiscal years from Patriot. Two options were presented one with the Utility appraisals included, one with the same services currently being provided. Cyclical inspections were quoted at \$20 each for real estate and \$50 for personal property. The board discussed the different options presented by the Assistant Assessor and will revisit the discussion again at the next meeting. Jennifer will put together and in-house cost-benefit analysis for consideration that will include yearly cyclical inspections as discussed by the board. The options document present by the Assistant Assessor also showed other local towns and how they operate in regards to vendor services and showed that the Board of Assessors has conducted 160 cyclical inspections from 2010-2020.

Utility Appraisals

The utility appraisal information from Muddy Rivers Inc. was reviewed. The total difference in value between the reported Net Book Value from the companies and the 50/50 RCNLPD/NBV was \$3,248,528 in which \$2,217,091 is considered new growth. That is an estimated additional tax revenue of \$46,746. The cost of the appraisals was \$7500. Information has already been sent to the Board of Selectmen and will most likely be discussed during the Tax Classification hearing.

Chapter Land Reminders and Deadline Information

Chapter Land reminders were mailed to all residents the second week in August. The deadline for applications was changed from October 1st to October 2nd due to the office closure on October 1st. There was discussion on past practice of the board in relation to late applications. Jennifer shared that late applications have got much better last year. Applications can be found at town hall, on the website or can be mailed by the Assistant Assessor.

July Building Permits

Permits were reviewed. Jennifer shared how permit information is sent to the office by FCCIP, entered and how building permit inspections are done by Patriot Properties not by the Board of Assessors. There was discussion on board members conducting inspections and the qualifications needed to do such inspections.

Assistant Assessor Updates

MAAO Legislative Committee: Jennifer shared that she is now a member of the MAAO legislative committee

Franklin County Assessors Association Dues- Dues for all three members of the board have been paid. Reviewed the benefits of membership including roundtable meetings and the Annual Meeting with presentation. Discussion on the importance of networking with other community assessors.

Meeting with Buckland Assessors and Kitch Lee (Appraiser) - Jennifer shared that she had attended a meeting today with Pam Guyette from Buckland and Appraiser Kitch Lee regarding the Great River Hydro owned dams. Kitch will be presenting both towns with a proposal to appraise the shared dams yearly. Jennifer shared that the Town may want to consider having an appraisal of all of the Dams including #2 (shared with Conway). The only appraisal on record is from 2014 for assessment date 1/1/13 for Dam #2. The Assistant Assessor is also concerned after finding no records for Gardner Falls which according to Kitch is partially in Shelburne as well. Jennifer will continue to research and present the board with appraisal options in the near future.

The Assistant Assessor shared that she had sent the personal property records requested by member James Richardson to him after the last meeting by mail and email (cc: chair). She has yet to hear back from Mr. Richardson if he would like to set an appointment with the board and Patriot Properties for inspection. She had put in the email the time frame before values are set and shared that if this is not met and he is unhappy with the value he will have to file for abatement. Chair Alan Coutinho stated that he knows his options.

Exemption Applications - Not open to public inspection

With no audience present the board voted on the following exemption applications in open session. Exemptions for the Town were granted at this time. Fire District exemptions will be granted in January after the actual tax bills are mailed as they are based on a percentage of the bill. Jennifer shared that a letter to Fire District exemption applicants will be mailed explaining the procedure and that all Town exemptions will show on the actual tax bills for FY20. The board reviewed the exemption FY20 exemption qualifications document and had discussion on requiring proof of income for all senior 41C applications.

A motion was made by Shawn Allen and seconded by Alan Coutinho to require proof of gross income for all senior exemption applications. Vote 2-0

- 1-2019 Granted in the amount of \$1000 – veteran exemption clause 22E
- 2-2019 Granted in the amount of \$175 - surviving spouse exemption clause 17D
- 3-2019 Granted in the amount of \$400 - veteran exemption clause 22
- 4-2019 Granted in the amount of \$400 – veteran exemption clause 22
- 5-2019 Granted in the amount of \$1000- veteran exemption clause 22E
- 6-2019 Granted in the amount of \$400 – veteran exemption clause 22

Next Meeting

September 23, 2019

A motion was made and seconded to adjourn the meeting at 7:46 p.m. Vote 2-0

Respectfully Submitted:
Jennifer Morse
Assistant Assessor
August 21, 2019

Document List

Minutes of July 29, 2019

Monthly List - RE/PP Town July 2019

Monthly List – RE/PP Fire District July 2019

Monthly List – Motor Vehicle July 2019

Forest Management Plan Apex Orchards

Patriot Properties Quote 2021-2023

Assessing Services Options (created by Assistant Assessor)

Utility Appraisal – Email dated 8/14/19 from Assistant Assessors

Utility Appraisal – WMECo - NSTAR

Utility Appraisal – New England Power – National Grid

July Building Permits