

SHELBURNE BOARD OF ASSESSORS
Meeting Minutes
November 25, 2019

The meeting was called to order on Monday November 25, 2019 at 6:00 p.m. by Alan Coutinho (Chairman).
The meeting was held in the Board of Assessors Office.

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

Minutes

Minutes of October 28, 2019 were reviewed and approved by Alan and Shawn

Signatures – Signed by members present unless otherwise noted

Monthly List – Motor Vehicle October 2019

Monthly List – RE/PP October 2019

Motor Vehicle Commitment #6 – Warrant to Collector

Tax Billing/Data to Software Company

Jenn reported that all the data has been sent to Point Software to convert the data into tax bills. We are waiting on the set tax rates for the Fire District which was submitted earlier today and the Town which will be submitted first thing in the morning.

Update from Boards/Committees

Jenn shared that the Planning Board member Tom Johnson is working with Andrew Baker from the Board of Selectmen on find a suitable location for affordable housing in the village. Liz Kidder, Clerk for Planning Board confirmed that the board is in the beginning phases of working on a bylaw to present at town meeting. This was brought to the attention of the Assistant Assessor in emails regarding ownership of parcels that may be suitable for the project.

Shelburne Fire District – Free Cash Certification Support

The Assistant Assessor gave administrative support to the Fire District in regards to Free Cash Certification. She estimates a total of five hours including conversations with the DOR Bureau of Accounts and hours entering and working with Mr. Baker to complete the task. A letter will be drafted to the Fire District stating that moving forward administrative support from the Assistant Assessor for Free Cash Certification will be billed at \$25 an hour payable to the Town of Shelburne.

Building Permits – October reviewed

Sales – October reviewed

Forest Management Plans/ Chapter Land

Dole – Forest Management Plan - The plan was received on November 13, 2019 and forwarded to DCR for approval. Once the certificate has been received from DCR the application will be voted on.

Call – Chapter Land – Land Use Question - Jenn reported that she had no response from the letter dated October 21, 2019. Jim will speak to the land owners regarding the land use by the next meeting.

Richardson – Forest Management Plan – Amendments - Jim will stop by the office with his amended Forest Management Plans on Wednesday November 27, 2019.

Iwanowicz – Forest Management Plans – Jenn reported that she had no response from the letter dated October 21, 2019. Jim will speak to the land owners regarding the Forest Management Plan by the next meeting.

Recent Chapter Sales - Norman (61B) purchased from Liebenow and Boron (61A) purchased from Smith. Jenn report that both Norman and Boron completed Affidavits of Continued Use and Lien Letters will be sent.

FY2021 Chapter Applications not received - Rae, Fiske - Discussion on late applications not turned in after the reminder letter. Jenn will prepare late application notices for the next meeting.

Assistant Assessor Updates

Office Closed December 23 – January 1 for vacation

MAA Designation - Jenn reported that she received her Massachusetts Accredited Assessor certificate after completing all required courses.

Exemptions –Signed by members present unless otherwise noted

Application 12-2020 - Blind Exemption, Clause 37 granted in the amount of \$500 *Not signed by Alan Coutinho*

Application 13- 2020 –Senior Exemption, Clause 17D granted in the amount of \$175

Application 14-2020 – Veteran Exemption, Clause 22 granted in the amount of \$400

Application 15-2020 – Veteran Exemption, Clause 22 granted in the amount of \$400

Next Meeting – December 9 at 6 p.m.

Jim Richardson left the meeting at 6:30 p.m.

Tax Classification Hearing - 6:30 p.m.

The Board of Selectmen held the Tax Classification Hearing at 6:30 p.m. Jenn and Shawn presented a Power Point with key financial information regarding taxation and assessed values. The Board of Selectmen voted unanimously to go with the MRF of 1: with a single tax rate estimated at \$13.98 for Fiscal Year 2020.

MOTION: A motion was made and seconded to adjourn the meeting at 7:00 p.m. Vote 2-0

Respectfully Submitted:

Jennifer Morse

Assistant Assessor

November 27, 2019

Document List

Minutes of October 28, 2019

Monthly List – Motor Vehicle October 2019

Monthly List – RE/PP October 2019

Motor Vehicle Commitment #6 – Warrant to Collector

October Building Permits

October Sales

Forest Management Plan – Dole

Norman Affidavit of Continued Use

Boron Affidavit of Continued Use

MAA Designation – Jennifer Morse

Tax Classification Power Point