**SHELBURNE BOARD OF ASSESSORS**

 **Meeting Minutes**

**June 17, 2021**

The meeting was called to order on Thursday June 17, 2021 at 7:20 p.m. by Alan Coutinho. The meeting was held via Zoom.

Present: Alan Coutinho, Shawn Allen, Paula Morse

**Minutes**

Minutes as of May 20, 2021 were reviewed by all members and approved.

**Assistant Assessor Updates –** The Assistant Assessor informed the Board that while looking through properties in Chapter 61 found that some of those properties had expired Forestry Management plans. The Assistant Assessor will email the Board how many are in Chapter 61 and how many of those are expired. While it is up to the Owners of those properties to keep the Forestry plans up to date, the Board decided to send a letter or postcard as a courtesy to those whose plans have expired. All properties that have already expired or are expiring by December 31st will be removed from chapter as of January 1st. The Assistant Assessor will type up a letter and send it to the Board for approval. She will also complete the research on the 61’s and forward those findings to the Board.

**Patriot is doing cyclical inspections this year.** The Assistant Assessor printed out record cards for 120 properties to be looked at by Jim King. As a courtesy she also mailed out letters to all the owners informing them of the inspection. We are hoping that more residents will feel comfortable having the property inspected.

**In Person Meetings –** The Board was curious about in person meetings. The Assistant Assessor let them know that meeting will continue on Zoom unless we are to make a request to have an in person meeting. The Town is seeking approval to have meetings in the cafeteria of Buckland Shelburne Elementary school on a short term basis. The Assistant will forward the informational email regarding these plans to the Board.

The Assistant Assessor informed the Board that she will be on vacation from July 5th through July 9th.

Alan Coutinho and Shawn Allen agreed that the Assistant Assessor should take notes all work that she is currently doing as she has found many inconsistencies from years back that need to be corrected and/or updated, in addition to the daily work.

 **Next Meeting – Either Thursday July 15th or Thursday July 22th.**

**Motion was made and seconded to adjourn at 7:48pm.**

**Respectfully Submitted:**

**Paula Morse**

**Assistant Assessor**

**June 24, 2021**