**SHELBURNE BOARD OF ASSESSORS**

 **Meeting Minutes**

**November 4, 2021**

The meeting was called to order on Thursday November 4, 2021 at 5:57 p.m. by Alan Coutinho. The meeting was held via Zoom.

Present: Joel Dwight, Alan Coutinho, Paula Morse

**Minutes**

Minutes for 9/30 and 10/14 were approved by Joel Dwight. Alan Coutinho did not have the minutes in hand. Will confirm approval after reading the minutes.

**Open Meeting –** There were no discussions during open meeting.

**Assistant Assessor Updates –** Assistant Assessor Paula Morse informed the Board of the Hydro assessment numbers. Since the Deerfield 3 was not assessed, Alan Coutinho asked that Paula pull together all information regarding the Hydro from past Assessor conversations.

Paula also let the Board know that all of the information for Personal Property has been entered into Patriot and sent to the Dept. of Revenue. The Assessors office is waiting for Patriot Properties to enter the Real Estate information before she can continue.

Assistant Assessor asked for a consensus from the board on how to proceed regarding land that was split between Raymond Boron and Margaret Hawkins. The Board agreed that rather than combine the parcels to existing land currently owned by each owner, the Assessors office would instead create a new parcel number for each parcel from the land split.

**Cyclical Approval for Dragon Hill –** Inspections was completed for the Dragon Hill condominiums. The inspector included a note that none of the condos contained an entire 2nd Floor as stated on the record card. It only contains a partial 2nd floor. He did not add that change to the inspection card, siting, that it is not listed on the deed that way and that normally on condos, the square footage on the deed is used. The Board of Assessors agreed with the inspector that the card should not be changed and left as noted on the deed.

**Chapterland Applications –** *Reviewed and signed by all members unless otherwise noted.*

Chapter land Tax Lien that need notaries

Dean Family Trust Multiple Tower Rd

 Chapterland

Taylor Map 014.D, Lot 5.1 61A

Gould/ Gould Maple Farm Multiple 61A

Rae Map 38, Lot 7 61A

**Excise Abatements** – No excise abatements

**Exemptions – 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.

08-2022 – Granted in the amount of $500 – Elderly Exemption Clause 41C

  **Next Meeting – Thursday November 18th.**

**Motion was made by Joel Dwight and seconded by Alan Coutinho to adjourn at 6:17pm.**

**Respectfully Submitted:**

**Paula Morse**

**Assistant Assessor**

**November 8, 2021**

Documents Submitted

MV Monthly List September & October 2021

MV Exemption Certificates

RE Exemption Certificates

Chapterland Tax Liens