**SHELBURNE BOARD OF ASSESSORS**

**Meeting Minutes**

**December 2, 2021**

The meeting was called to order on Thursday December 2, 2021 at 5:41 p.m. by Jim Richardson. The meeting was held at the Shelburne Fire Station

Present: Joel Dwight, Alan Coutinho, Jim Richardson, Paula Morse

**Minutes**

Minutes for November 18 were approved by Alan Coutinho, Jim Richardson and Joel Dwight.

**Assistant Assessor Updates –** Assistant Assessor spoke with the Board regarding the tax rate setting. The tax rate is close to being set, the Board needs to present the information to the Select board so that they can decide on a single tax rate or split tax rate. Paula informed the Board that most of the work will be done on Monday and the information is being put into a PowerPoint presentation. Since the Select board will not meet until the following week, it was decided that the Assessors could have a meeting on Thursday the 9th and invite the Select board to discuss the Tax classification.

Paula will email Terry to see if we can schedule a meeting on December 9th for Tax Classification

**Income and Expense** – The Board discussed the low turnover for the Income and Expense paperwork required by the state. The Board suggested creating a letter that would then be signed by the Board members to be sent out with an I & E application. The Assistant Assessor will write the letter and forward it to the Board for approval. We are hoping this will encourage a larger return of the applications.

**Chapterland**

Davenport Multiple Properties 61A

**Next Meeting – Thursday December 9th via Zoom.** Tax Classification Hearing

**Motion was made by Jim Richardson and seconded by Joel Dwight to adjourn at 5:57pm.**

**Respectfully Submitted:**

**Paula Morse**

**Assistant Assessor**

**December 6, 2021**

Documents Submitted:

MV Abatement Certificates

MV Recommitment 2018

MV Warrant to Collector 5th commitment