



Town of Mt. Vernon, Maine

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Assessing Agent

The following Assessing Agent services shall be included, in addition to any services required by law:

Core Assessing Functions:

1. On the basis of all building permits or other notification of construction activity provided by the Town, the Contractor shall perform an annual updating of valuations (“spring work”) to include new construction, alterations, and additions to all residential, commercial, industrial, and personal property as of April 1 of each year.
2. The Contractor shall evaluate all real estate transfer information provided to the Town, to include reading all deeds and determining which sales are straight transfers and which involve lot splits.
3. The Contractor shall use the Town’s existing land and building cost schedules for calculating property values, making any recommendations for modifications of the assessing schedule in the Contractor’s annual report to the Board of Selectmen (see “State Reports and Reporting to the Town”, below).
4. The Contractor shall provide to the Board of Assessors the “true and perfect assessment list” no later than July 30 of each year of the contract, with the exception of the last year of the contract. During the last year of the contract the “true and perfect assessment list” must be provided no later than June 30 of that year.
5. The Contractor shall evaluate all personal property lists and make assessments on all commercial businesses in the Town with taxable personal property.

Property Tax Cards and Tax Maps:

6. The Contractor shall process all straight transfers by placing the new owner’s information on the property record cards and removing any exemptions if warranted.
7. The Contractor shall process all lot splits by creating new record cards for new lots and making all necessary valuation changes to update the records for both the new lot and the original lot.
8. The Contractor shall draft, to scale, (with deed measurements, when provided on deeds), all land splits, subdivisions, and map corrections onto the Town’s tax maps.

Current Use Taxation and Tax Exemptions:

9. The Contractor shall evaluate all applications for enrollment in the Tree Growth, Farmland or Open Space current use taxation programs, determine eligibility or ineligibility, and inform the applicant of that decision.
10. The Contractor shall monitor land transfers for the possibility of Tree Growth, Farmland, and Open Space violations and calculate necessary removal penalties.
11. With respect to all property enrolled in the Tree Growth program, the Contractor shall notify in a timely manner both the affected landowner and the Board of Selectmen whenever the landowner has failed to file by the statutory deadlines the appropriate information regarding a forestry management plan or a required update to a forestry management plan.
12. With respect to all property enrolled in the Farmland program, the Contractor shall notify in a timely manner both the affected landowner and the Board of Selectmen whenever the landowner has failed to file by the statutory deadlines the appropriate affidavits identifying the property's ongoing eligibility for enrollment.
13. The Contractor shall process all new applications for the Homestead, Veteran, and Blind property tax exemptions, and the Contractor shall monitor and adjust the exempt status of all existing households receiving these exemptions according to all pertinent changes in state law.
14. The Contractor shall assist in a timely manner all taxpayers wishing to apply for the Business Equipment Tax Exemption.

Dealing With the Public:

15. The Contractor shall be available a minimum of one day each month at the Mt. Vernon Town Office for scheduled meetings with taxpayers and to perform any other necessary assessing functions. Other undesignated days will be spent at the Town Office to perform all necessary assessing functions in a timely manner.
16. The Contractor shall review and process all requests for property tax abatements other than poverty abatements and shall make recommendations to the Board of Selectmen within the time frames established by law.
17. The Contractor shall appear at any required hearing to defend and offer opinion regarding property assessment within the Town.

State Reports and Reporting to the Town:

18. With any necessary assistance provided by the Town, the Contractor shall process the annual sales ratio study and Municipal Valuation Return in a timely manner.
19. The Contractor shall provide an annual report to the Board of Selectmen, which shall include at a minimum

- a. Any recommended modification to the Towns assessing schedule;
- b. A list of all enrollments in any current use taxation program (Tree Growth, Farmland or Open Space) that should be reviewed for continued eligibility for any noncompliance or nonconformity with the standards of enrollment;
- c. The Town’s most current assessing ratios as reported by Maine Revenue Services in all appropriate categories (overall, waterfront, non-waterfront, etc.)
- d. The Town’s quality rating;
- e. “Quarterly” physical inspections of the Town, or implementing a statistical revaluation (“factoring”)
- f. Any other observations or recommendations that the Contractor believes should be included.

The Town will provide the following support for the Assessing Agent:

- 1. To provide a place to work at the Town Office and make available all necessary assessment records.
- 2. To provide a list of new construction for “spring work”.
- 3. To keep the appointment schedule for designated day per month meeting with taxpayers.

Date: _____ By: _____
Contractor

Date: _____

By: _____
Paul Crockett, Chair, Select Board

Clyde Dyar, Select Board

Sherene Gilman, Select Board