



Assessor Services Agreement Calendar Year 202_

This agreement is made between the Town of Anytown, located in Any County in the State of Vermont, hereafter designated as the “Town”, and NEMRC, for the completion of assessor services of all real property in the Town of Anytown.

I. Description of Work:

A. Scope:

NEMRC will provide Assessor services to the Town of Anytown.

The scope of the assessment services includes:

- 1) Full assessment services by assessors including permits and valuation services.
- 2) Assessors provide assistance to administrative functions: See attached “Maintenance Agreement Checklist” for more detail
- 3) Assessors complete current use calculations
- 4) Assessors work with PVR on Equalization issues
- 5) Assessors complete grievance hearings and BCA hearings.
- 6) State level or court hearings provided at \$145 per hour.
- 7) Assessment Clerk will complete lister type functions on a bi weekly basis.
- 8) Assessment Clerk will complete lister reappraisal functions on a bi weekly basis.
- 9) Appraisal inspections and valuation will be completed as needed by NEMRC appraisers.
- 10) NEMRC staff will assist with training new listers that may be selected by the Town.

NEMRC will provide experienced appraiser/assessor personnel to provide appraisal services.

B. Office:

The Town of Anytown will provide office space. This office will include reasonable workspace, phone and remote computer access, filing cabinets, and copies of records. The Town will provide administrative services such as providing information, answering basic taxpayer questions, completing ongoing downloads from the State, basic data entry of transfers, etc. The Town will provide NEMRC personnel with access to the assessor office during off hours. This access will be with a key to the office or security password.

C. Timeline:

The agreement will be for 1 year starting ____/____/____ – ____/____/____ and may be extended each subsequent year as agreed by both parties.

II. Cost of Assessment Services:

Services includes inspections of properties, office support, data entry, sales analysis and system support of the computer assisted mass appraisal system, digital pictures, and formal grievance. State Board and Superior Court hearings are not included but may be contracted outside the scope of this agreement at the rate of \$145 per hour.

A. Payment Schedule

Payment will be monthly at an hourly rate of \$95 per hour for Assessor services, plus \$47.50 per hour for travel. Services required by the Sr. Appraiser will be billed at \$145 per hour.

B. Expenses Allocated to the Town of Anytown

The Town will be responsible for expenses relative to the purchase of computer hardware and software, and all necessary licenses and manuals for use by the Town.

The Town will be responsible for the cost of supplies such as paper, post cards, postage, and the production and mailing of change of appraisal notices.

The Town will purchase the NEMRC Tablet Activities module for \$300 (onetime).

The Town will provide the Assessors with a list of parcels needing inspections.

It is agreed that nothing herein shall be construed to make NEMRC or any staff person an employee of the Town of Anytown, that it is understood NEMRC is an independent contractor.

C. Certificate of Insurance

NEMRC will provide to the Town certificate of insurance including workers compensation prior to any related activity above.

III Agreement

The Town of Anytown, Vermont has entered into this Agreement between the Town of Anytown and NEMRC, for completion of assessments of Anytown.

NEMRC Date: _____ Town of Anytown Date: _____

NEMRC Maintenance Town Agreement Checklist

Municipality _____
Grand List Year - Calendar or Fiscal

This agreement designates which Grand List maintenance procedures are the responsibility of NEMRC and which are the responsibility of the Municipality.

All items below that require a time and date will be coordinated with NEMRC staff before scheduling.
 IE: Grievance hearings, Change of Allocation hearings, etc.

NEMRC Municipality General Services

		Grand List year indicated above. (includes everything below)
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Supervision and Support

		In-house office coverage by NEMRC Staff - (____ hour(s)/week) Variable
		Remote office coverage by NEMRC Staff - (____ hour(s)/week) Variable
		Supervise all Lister Responsibilities
		Supervise in-house administrative services
		Supervise in-house Grand List utilization
		Supervise in-house CAMA utilization
		Supervise in-house APEX utilization
		Advise Town Officials of Grand List issues
		Train Local Officials in all Grand List responsibilities
		Train Local Officials in Grand List program operation
		Train Local Officials in CAMA program operation
		Train Local Officials in APEX program operation
		Other: _____

Administrative Services

		Process Property Transfers (NEMRC can assist)
		Process Name and Address Changes
		Process Homestead form HS-122 Downloads. (NEMRC can train)
		Process Current Use Downloads
		Process Grievance Notification (NEMRC will assist)
		Process Veterans Exemptions
		Updating and tracking of (Voted Exemptions, Covenant Restricted Housing, Special Exemptions)
		Process Sales Verifications
		Process Business Personal Property filing
		Equalization Review
		Generate Grand List
		Generation and Filing of PRC and Cost Reports
		Review real estate data (Discuss with Listers and Select Board Town values vs Market)
		411 report for tracking changes (Both Listers and NEMRC will keep booklet of Working grand list and 2022 as billed grand list documenting changes.
		Other: _____

NEMRC Municipality Assessment Services

		Process Assessment of all properties for Grand List
		Review and process all building and/or zoning permits (On parcels Listers need assistance with)
		Inspect and process permits for new build properties
		Inspect and process permits for additions and/or changes
		Inspect and process re-inspection of permits for incomplete Properties
		Data Entry of Properties
		Pictures of Properties
		Sketching of Properties
		Valuation of properties for Grand List
		Valuation of Business Personal Property
		Valuation of Exempt Properties (All parcels were valued in reappraisal)

		Current Use Valuation
		Current Use Withdrawal Valuation
		Current Use Grievance Hearings
		Grievance Hearings (NEMRC can assist with hearings on parcels we valued)
		BCA Hearings (NEMRC can assist with hearings on parcels we valued)
		State and Court Hearings (Additional Fee)
		Other: _____

Tax Mapping and E 911

		Prepare Transfers for Mappers
		Prepare Mylars for Mappers
		Generate E 911 Numbers
		Other: _____