



Assessor Services Agreement Fiscal Year 2025

This agreement is made between the Town of Westminster, located in Windham 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 Westminster.

I. Description of Work:

A. Scope:

NEMRC will provide Assessor services to the Town of

Westminster. 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 Westminster 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 07/01/2024 – 06/30/2025 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 Westminster

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

NEMRC Date: 11/06/2024

Town of Westminster Date: 10/23/2024

Chris Miele Vice President

Richard Colman
Jacklyn Atwood

NEMRC Maintenance Town Agreement Checklist

Town Name **Westminster**

Fiscal yr Dates **July 01, 2024 - June 30, 2025**

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

NEMRC	Municipality	General Services
[]	[]	everything below)

Listers
Jackie, Rachael
John Ewald

15 hrs per Lister per week

Supervision and Support		
x		In-house office coverage by NEMRC Staff - (____ hour(s)/week)
	N/A	Remote office coverage by NEMRC Staff - (____ hour(s)/week)
	X	Supervise all Lister Responsibilities
	X	Supervise in-house administrative services
	X	Supervise in-house Grand List utilization
	X	Supervise in-house CAMA utilization
	X	Supervise in-house APEX utilization
x	x	Advise Town Officials of Grand List issues
x		Train Local Officials in all Grand List responsibilities (Current Use, Transfers and Splits,)
x	see note	Train Local Officials in Grand List program operation (Listers will bring to our attention items for Training)
x		Train Local Officials in CAMA program operation
x		Train Local Officials in APEX program operation
		Other: _____

Administrative Services		
x	x	Process Property Transfers (NEMRC does Subdiv and Contig parcels)
	x	Process Name and Address Changes
	x	Process Homestead form HS-122 Downloads. (Listers tell us when Value needs to be updated)
x	x	Process Current Use Downloads (Listers have downloaded with Guidance)
x	x	Process Grievance Notification
	x	Process Veterans Exemptions
	x	Process Sales Verifications
	x	Process Business Personal Property filing
	x	Equalization Review
x	x	Generate Grand List
x	x	Generation and Filing of PRC and Cost Reports
x	x	Review real estate data
x	x	411 documentation of changes Working and As Billed
		Other: _____

NEMRC Municipality Assessment Services		
x		Process Assessment of all properties for Grand List
	x	Review and process all building and/or zoning permits (Town Manager provides xis of permits)
x		Inspect and process permits for new build properties
x		Inspect and process permits for additions and/or changes
x		Inspect and process re-inspection of permits for incomplete Properties
x		Data Entry of Properties
x		Pictures of Properties
x		Sketching of Properties
x		Valuation of properties for Grand List
	N/A	Valuation of Business Personal Property (Comcast declares value)
	N/A	Valuation of Exempt Properties
x		Current Use Valuation
x		Current Use Withdrawal Valuation
x	x	Current Use Grievance Hearings
x	x	Grievance Hearings
x	x	BCA Hearings
x	x	State and Court Hearings (Additional Fee)
		Other: _____

Tax Mapping and E 911		
	x	Prepare Transfers for Mappers
	x	Prepare Mylars for Mappers
	x	Generate E 911 Numbers
		Other: _____