

Assessing Services Oversight Policy

Town of Berlin, Vermont

**Purpose:**


To facilitate the Select Board's responsibility to provide oversight and direction to the Assessors.

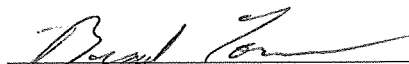
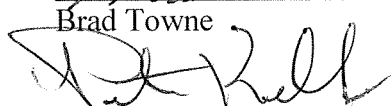
**Procedure:**

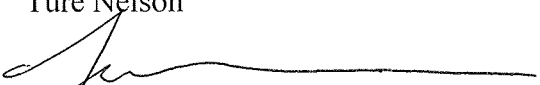
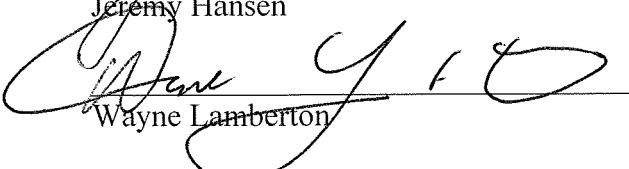
- a. Assessor will provide to Town Officials as listed below in accordance with the following schedule.
  - 1. To Town Treasurer, any change in value greater than \$250,000 either increased or decreased value.
  - 2. To Selectboard, any change in value greater than \$500,000 either increased or decreased value.
  - 3. Assessors will have a second review from personnel in their company for any change in excess of \$1,000,000 either increased or decreased value.
  
- b. Quarterly Review of Assessment Changes
  - 1. The assessor will provide the Selectboard a report at the end of each quarter that includes a listing of all changes to the grand list. The report will include: the date, the parcel number, the property's street address, the owner's name, the former value, the updated value and the reason for the assessment change.

This report will be provided to the Board in July, October, January and April. Reports are to be available for the Board's review by the second Selectboard meeting of the month, with the exception of the July report which is due the first Selectboard meeting due to timing for setting the tax rate.

The foregoing policy is hereby adopted by the Selectboard of the Town of Berlin on this 15<sup>th</sup> day of January, 2018

  
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Ture Nelson

  
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Brad Towne  
  
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Pete Kelley

  
\_\_\_\_\_  
Jeremy Hansen  
  
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Wayne Lambertson  
Selectboard of Berlin