

NEWSLETTER

From Your District Advisor
Property Valuation & Review



What's New for May?

- **State Owned Building Inventory**

Annually, on or about May 1, PVR provides an inventory of the assessed values of state buildings to each municipality in which state property is located. For the purposes of the [payment in lieu of taxes \(PILOT\)](#) calculation the assessed value of state buildings is defined in [32 V.S.A. § 3701\(2\)](#) "*Assessed value of State buildings*" means the estimation of the current cost of replacing a building, maintained for insurance purposes by the State agency or other entity responsible for insuring the building, depreciated by the age and condition of the building.

The inventory file was sent to the town clerk and municipal lister/assessor emails associated with VTPIE user accounts, so please check in with your town clerk if you have not received a copy. This year we will also post the inventory file on the Tax Department website to hopefully make it easier to enable municipal review. The file will be uploaded the first week in May: <https://tax.vermont.gov/municipal-officials/reports/pilot>

As per [32 V.S.A. § 3704\(b\)](#), municipalities have 30 days in which to appeal assessed values provided. We also consider this a great opportunity for you to review the list of state-owned buildings as currently identified by State of Vermont Agency of Administration (AOA), Vermont State Colleges, University of Vermont, and the ski areas that operate on leased State lands. If you have any questions or believe any structures are missing or have been sold, demolished, or otherwise, please reach out to Chloe Wexler (chloe.wexler@vermont.gov).

- **Utility Values**

Beginning this year there is a change in how PVR will be providing utility inventories (values) to towns. You will now find individual utility inventory reporting is available as **attachments in your VTPIE account - towns will not be receiving mailed packets as was past practice**. To access these annual notifications from PVR, please log into your VTPIE account, click on the **Municipal Information** module, and then look on the **bottom right attachment tab**. The screen that opens will give you a list of files for your utility accounts. By clicking on the down arrow in front of the Company account, a printable/ savable PDF will display.

It is important to review these values, update as appropriate and apply your CLA to the new values or 100% if a reappraisal has occurred or your town's CLA is above 100%. Also, please review these values with your District Advisor as well as all of the property you have included in your utility electric category to make sure you understand the numbers that will be used for equalization compared to your listed value ahead of time. [32 V.S.A. § 4452](#). It is also advisable to review with your District Advisor what properties are in your UO and Other categories and correct if needed.

- **Veterans Exemption**

The final list of eligible veterans will be provided to towns from the Vermont Office of Veterans Affairs in early May. For more info, please visit [Disabled Veterans Property Tax Exemption](#).

- **May 15: Railroad Corporate Tax Distribution**

FY22 Railroad Corporate Tax payments are anticipated to be issued to all Vermont towns which host railroad property. The payments are processed through the State of Vermont Treasurer's Office VISION portal (the payment will show the code RCT). Railroad Corporate Tax (RCT) is paid by the railroad companies and collected by the Tax Department. The money is then distributed to railroad host towns based on the track mileage per town [32 V.S.A. § 8211](#). If you have questions that cannot be answered via the portal, please contact us at (802) 828-5860.

Vision Payment Codes <https://tax.vermont.gov/municipal-officials/municipalities/vision-codes>

VTPIE Updates

On Friday, April 21, several updates were made available in both VTPIE ([VTPIE Login](#)) and NEMRC ([NEMRC | New England Municipal Resource Center](#)), along with training materials and webinars to walk you through the steps.

For assistance with VTPIE, please visit [Support: Axiomatic Support Portal \(axiomnh.com\)](#) to view webinars and materials. If you have any questions or issues uploading the file while in the VTPIE program please contact your [District Advisor](#), Axiomatic at 888-508-8179, or enter a ticket [here](#).

NEMRC has added a button to the Grand List program that will allow you to upload your data to VTPIE. If your CAMA vendor has provided you with this feature, you may use that option. Towns who prefer to route their CAMA upload through NEMRC can do so. Users can click on the 'Live Update' button on their Main Menu of the Grand List. Make sure all users are out of the Grand List and MSOL CAMA program when you run the Live update.

Visit the NEMRC website which explains this new option:

- 1.) <https://nemrc.com/support/webinars/> **Click the video that applies to your setup.**
- 2.) <https://nemrc.com/support/grandList/NEMRC%20Grand%20List%20Upload%20to%20VTPIE%20Option.pdf> **OR help in VTPIE at** <https://support.axiomnh.com/support/home>. These duplicate links provide you with a printable version of the process.
- 3.) If you have any questions or issues creating the upload file from the NEMRC Grand List, please contact NEMRC at 800-387-1110 and they will be happy to assist you.

Additional releases/ help topics:

April 20, 2023 [VTPIE - NEMRC Cloud Upload to VTPIE](#)

April 20, 2023 [VTPIE - Grand List Upload to VTPIE using other CAMA Software](#)

April 20, 2023 [VTPIE - Grand List Upload to VTPIE with MSOL CAMA](#)

Please conduct a CAMA Upload prior to working anytime in VTPIE to ensure you have all the data you need.

Reviewing Homesteads in VTPIE

<https://support.axiomnh.com/support/solutions/articles/25000029362-reviewing-homesteads>

Reviewing Current Use Records

<https://support.axiomnh.com/support/solutions/articles/25000029377-reviewing-current-use-records>

VTPIE Support

<https://support.axiomnh.com/support/solutions/25000019717>

We will continue to provide regular updates of fixes and changes to the programs, as well as any training materials, webinars, and recordings. Thank you everyone for bearing with us!

Jill and PVR Team

News You Can Use

- **2023 Lister Calendar & Task List** <https://tax.vermont.gov/sites/tax/files/documents/Lister-Calendar-2023.pdf>
- **DA & CU Assignment Map** <https://tax.vermont.gov/municipal-officials/listers-and-assessors/district-advisors>
- **Homesteads VTPIE** <https://support.axiomnh.com/support/solutions/articles/25000029362-reviewing-homesteads>
- **CU VTPIE** <https://support.axiomnh.com/support/solutions/articles/25000029377-reviewing-current-use-records>
- **VTPIE Support** <https://support.axiomnh.com/support/solutions/25000019717>
- **GL Lodging checklist** <https://tax.vermont.gov/content/gb-1067-grand-list-lodging-instruction-listers>
- **Solar Valuation instructions** <https://tax.vermont.gov/sites/tax/files/documents/GB-1202.pdf>
- **PV-604 Solar Inventory form** <https://tax.vermont.gov/sites/tax/files/documents/PV-604.pdf>
- **Please scroll to the end on this newsletter for additional *Helpful Links***

- **Vermont Statewide Parcel Program Updates**

The Vermont Center for Geographic Information (VCGI) publishes the best available parcel data from municipalities in a uniform GIS format to be joined to the annual Grand List. While participation in the Parcel Program is voluntary, municipalities are encouraged to share parcel data updates with VCGI using this [form](#). Approximately 75 percent of municipalities updated their parcel data as part of the Parcel Program within the last two years.

Statewide parcel data continues to be one of the most used GIS datasets in Vermont. Last year, there were over 86 million server requests for statewide parcel data!

A growing focus of the Parcel Program is to work with municipalities to improve parcel data quality. Last April, VCGI launched the Town Match Status tool within the [Town Mapping Status dashboard](#). This tool highlights parcels which are not joined to the annual Grand List due to a missing or an incorrect SPAN.

The 2022 statewide Grand List will be joined to statewide parcel data this month. Once the update is complete, VCGI recommends municipal officials review the Town Match Status tool and take note of any misattributed parcels to be addressed in their next parcel data update.

For questions about the Parcel Program, please contact Dylan Broderick (Dylan.Broderick@vermont.gov) or Chaveli Miles (Chaveli.Miles@vermont.gov).

Interested in learning more? Please click on the link and register to join Dylan & Chaveli Tuesday morning, May 9, when they will be presenting at our [Parcel & VTPIE Mapping Webinar](#).

Related Links:

[Share Parcel Data Submission Form](#)
[Town Mapping Status Dashboard](#)
[Town Match Status Tool How-To Documentation](#)
[Vermont Statewide Parcel Viewer](#)

- **myVTax**

Town clerks should finish their recording of transfers with closing dates up to and including April 1 for the 2023 Grand List: this includes clearing their work queue of any lingering PTTs that may be 'stuck'; i.e., those needing to either be submitted or sent back to the preparer. For an indication of the preparer's intent, you may check line **F6** in the PTT that is in your queue, where the preparer has indicated their intent to record the return within 60 days of closing. Clerks may return lingering ptt's by unchecking the 'This return is ready to be reviewed by a town clerk' box in their myVTax.

Listers should continue to monitor their account for any Withdrawal/ Discontinuances LUCT requests. These Current Use withdrawals are ongoing, you will be also alerted via email when you have LUCT (Land Use Change Tax/Penalty) value request(s). When there is a request, you will need to determine a value for the land being removed from the program. **Please be mindful that by statute, listers/assessors have thirty (30) days to submit the completed form to the Director [32 V.S.A. §3757\(b\)](#).**

- **Preparation for the lodging of the Abstract Grand List**

Recommended pre-lodging check list:

- ✓ Verify that all your real value, homestead and housesite changes have been made and flagged for Grievance Notice
- ✓ Verify that all property transfers have been processed as of April 1, 2023
- ✓ Verify all annually updated utilities, including cable, reflect the 2023 values (review with your DA)
- ✓ Verify your veteran exemptions reflect the final May spreadsheet as provided by VOVA
- ✓ Verify all exemptions for valid dates, statutes, values and are still eligible for exempt status
- ✓ Verify that your current use has been completed and loaded to your grand list
- ✓ Verify that your covenant restricted housing has been reviewed with the state provided inventory and that any discrepancies have been corrected in your grand list
- ✓ Verify that your category coding has been reviewed and corrected as needed
- ✓ Verify that your Homestead Declarations have been downloaded and are current
- ✓ Verify that all personal property has been entered (if your town taxes personal property) and flagged for Grievance Notice when appropriate

We strongly recommend following the steps as outlined in the *Grand List Lodging Instructions* prior to lodging <https://tax.vermont.gov/content/gb-1067-grand-list-lodging-instruction-listers>

Also recommended - **create a 'Grand List Copy' of your NEMRC database** at this point in time. Creating this 'copy' will allow you to run comparison reports using the lodging date as the base reference date.

- ✓ Instructions for creating a copy of your NEMRC
<http://www.nemrc.com/support/grandList/Create%20Copy%20Instructions.pdf>

- **Lodging of Abstract Grand List/ Change of Appraisal Notices Timeline**

- ✓ **On or Before** June 4 or June 24, depending on population size
- ✓ **These are the last dates possible to meet the statute barring an extension granted by the Director* - See [32 V.S.A. § 4342](#)**

- ✓ Filing may occur any time after April 1 and prior to these dates

	Population of less than 5,000	Population of more than 5,000
Assessment date	April 1	April 1
Homestead Declarations timely filed	April 18[^]	April 18[^]
LATEST Abstract of individual list can be filed	June 5[~]	June 24
LATEST change of appraisal notices can be sent*	June 5[~]	June 24
Grievance hearings begin (above date plus 14)	June 19	July 9

^ April 15th was extended to April 18th for 2023

~ June 4th is extended to June 5th for 2023

- **Filing of the Preliminary Grand List**

This preliminary grand list (abstract of Individual Lists) must be filed with the town clerk. On the same day as the filing, post Notices of Grievance Day and mail your notices of change of appraisal. Remember notices must also be sent on homestead and housesite values that have changed, and on all Current Use (use value) parcels that have value or allocation changes. These notices must be sent by registered mail, certified mail or certificate of mailing [32 V.S.A. § 4111](#) and [32 V.S.A. § 3756](#).

VLCT recommends posting your Meeting Agenda for Grievance Day concurrently when you post your Notices of Grievance Day. Since this is a public meeting, it requires posting of the agenda to comply with open meeting law [1 V.S.A. § 312 \(d\) \(I\)](#) in or near town office, at two (2) other designated public places in town and on the body's official website if one exists. The agenda is also to be made available to any person prior to the meeting upon specific request.

- **Grand List Terms**

Abstract of individual lists (aka 'the abstract')

This is the grand list that is lodged by the board of listers with the town clerk on the day the notices of change of appraisal are mailed (June 4 for towns with populations < 5,000 and June 24 for towns with populations > 5,000). It's sometimes called the preliminary grand list. [32 V.S.A. § 4111](#), [32 V.S.A. § 4341](#)

Grand List

This is the book that is lodged with the town clerk after all grievances have been heard and decided. Applicable dates are July 25 < 5,000, August 14 > 5,000 [32 V.S.A. § 4151](#), [32 V.S.A. § 4341](#)

Abstract of the Grand List (aka **Form 411**)

This is the summary of the grand list that has been filed with the town clerk and is required to be sent electronically to the Division of Property Valuation and Review by August 14. [32 V.S.A. § 5404](#)

With the above, the important thing is to be sure that the public can follow your actions on assessment from the lodging of the abstract on the day notices of Change of Appraisal are mailed to the signing of the certificate that is attached to the grand list book at the close of grievance. At that time, the responsibility of the grand list book shifts to the town clerk. The book is in their hands from that point

forward and any further lister value adjustments will be made through the Errors and Omissions process with the approval of the Select Board or appeal decisions.

Current Use

Some helpful hints as you work your way through your download:

- ✓ Make sure you are in your VTPIE account
 - ✓ Make sure you have received **the latest homestead declaration file**, have processed all changes (business use, rental use, business use of outbuildings and your ownership changes since April 1, 2022) and uploaded your CAMA data into VTPIE.
 - ✓ **For reappraisal towns** – make sure that the CLA in Current Use is set to a 1.00. If you thought you were doing a **reappraisal and are now delaying it** until next year, please contact your district advisor immediately to have the CLA reset.
 - ✓ **For your initial review you will need to validate all the files.** If you are unsure what this means and what this involves, please contact your district advisor.
 - ✓ If the property owner has not yet filed a homestead, **they are Nonhomestead at this time.** You can correct this if they file in a subsequent download.
 - ✓ If you are having issues making a file match to validate, please **contact your district advisor.** You can scan or take a picture of your screen and we can often help you resolve the issue quite easily working from that, or schedule a visit to your town.
 - **If ownership has changed** and PVR does not have that reflected, please let Current Use know as soon as possible by clicking “Request Change” in the upper portion of the page and choosing Other. Then type details about the transaction in the town comment box.
 - **If acreage has changed** and PVR does not have that reflected, please let us know as soon as possible by clicking one of the “Reason(s) for Change” in the boxes next to acreage and then type details in the town comment box.
 - Reminder: all enrolled **Farm Buildings are Nonhomestead by definition.** You will need to make sure they are coded correctly on your cost sheet before you begin allocation.
 - ✓ **Excluded land valuation** is dictated by statute: Title [32 V.S.A. § 3756](#) Definition (Appraisal Value) (d) The assessing officials shall appraise qualifying agricultural and managed forestland and farm buildings at use value appraisal as defined in subdivision [§ 3752\(12\)](#) of this title. If the land to be appraised is a portion of a parcel, any portion not receiving a use value appraisal shall be valued at **its fair market value as a stand-alone parcel**, and, for the purposes of the payment under [§ 3760](#) of this chapter, the entire parcel shall be valued at its fair market value as other similar parcels in the municipality.
 - If this is a new parcel or the excluded land has changed you will need to look at the **current use map** to determine where the excluded land is in order to value it appropriately.
 - Total land value (from cost sheet) minus excluded land (from cu calculation sheet) equals **enrolled land.** We recommend you try to go through the math, it will help you to complete the downloads, understand the process and explain it to taxpayers.
- Recordings of 2022’s two-day Current Use training webinar(s) are available for viewing at (for calculation guidance) <https://tax.vermont.gov/municipal-officials/certification-education-programs/materials>
- Training document from Spring 2022 Webinar <https://tax.vermont.gov/sites/tax/files/documents/2022%20Current%20Use%20Calculation.pdf>
- Additional refresher materials are available at our Current Use Training course materials link [Current Use training](#) as well those found at [NEMRC Current Use Instructions](#).

Reviewing Current Use Records in VTPIE

<https://support.axiomnh.com/support/solutions/articles/25000029377-reviewing-current-use-records>

myVTax process

- [myVTax Guide: LV-314 Return Navigation for Listers](#)
- [Land Use Change Lien Release](#)
- [How to Recover Your Username & Reset Your Password](#)

Valuation

- [How to Value Land Excluded or Withdrawn From CU](#)
- [Land Developed or Withdrawn from Current Use](#)

Need sign in assistance with eCuse? Please reach out to Carrie Potter at (802) 828-6635.

Need sign in assistance with myVTax? Please reach out to Teri Gildersleeve (802) 855-3917 or your DA

Education

PVR continues to offer training at no charge to listers and assessors. A complete listing of PVR, VALA (IAAO) and VLCT offerings can be found at <https://tax.vermont.gov/municipal-officials/certification-education-programs/state-sponsored>.

To register for PVR classes & webinars, please click on the active hyperlink or visit <https://tax.vermont.gov/municipal-officials/education>

• Tuesday Morning (mostly) Webinars and Hybrid Sessions

May 9	Tuesday	Parcel & VTPIE Mapping	VCGI & VTPIE	9:00 - 12:00	Webinar
May 23	Tuesday	Record Retention	VSARA	9:00 - 12:00	Webinar
May 30	Tuesday	Advanced Listers	District Advisors	9:00 - 12:00	Webinar
June 6	Tuesday	Current Use for Listers	Elizabeth Hunt	10:00 – 11:30	Webinar
June 13	Tuesday	Sorting & Filtering in Excel	KnowledgeWave	10:00 – 11:00	Webinar
June 20	Tuesday	<i>Legal Chats</i> with Charlie	Atty Charles Merriman	9:00 - 12:00	Hybrid/ Montpelier
July 13	Thursday	Solar /Cell/ Subsidized Housing	District Advisors	9:00 - 12:00	Hybrid/ Montpelier
July 18	Tuesday	PowerBi & what it can do for you	KnowledgeWave	10:00 – 11:00	Webinar
July 19	Wednesday	Deed Reading/ Exemptions	Atty Charles Merriman	9:00 - 12:00	Hybrid/ Montpelier
August 15	Tuesday	Legal Chats with Charlie	Atty Charles Merriman	9:00 - 12:00	Hybrid/ Montpelier
August 29	Tuesday	Intro to Microsoft Bookings	KnowledgeWave	10:00 – 11:00	Webinar
August 30	Wednesday	Reappraisal Class	District Advisors	9:00 - 12:00	Webinar
November14	Tuesday	Communications & Teamwork	KnowledgeWave	10:00 – 11:00	Webinar
TBD		10 Supremely useful Word Features	KnowledgeWave	10:00 – 11:00	Webinar

• VPA required courses being offered in 2023

May 2	Tuesday	New Lister Training	District Advisors	9:00 - 12:00	Webinar
May 3	Wednesday	New Lister Training	District Advisors	9:00 - 12:00	Webinar

May 16	Tuesday	New Lister Training	District Advisors	9:00 - 12:00	Webinar
May 17	Wednesday	New Lister Training	District Advisors	9:00 - 12:00	Webinar
July 26	Wednesday	VT State Statutes & Real Estate Law	Attorney Jim Knapp	1:00 – 4:00	Webinar
July 27	Thursday	VT State Statutes & Real Estate Law	Attorney Jim Knapp	1:00 – 4:00	Webinar
August 8	Tuesday	IAAO 100 Day 1 of 2	Dave Cornell	8:00 – 4:00	Webinar
August 9	Wednesday	IAAO 100 Day 2 of 2	Dave Cornell	8:00 – 4:00	Webinar
August 17 - updated -	Wednesday	Land Schedule Day 1 of 2	District Advisors	9:00 - 12:00	Webinar
August 18 - updated -	Thursday	Land Schedule Day 2 of 2	District Advisors	9:00 – 12:00	Webinar
September 6	Wednesday	Data Collection Day 1 of 4	District Advisors	9:00 – 4:30	In-person West Rutland
September 7	Thursday	Data Collection Day 2 of 4	District Advisors	9:00 – 4:30	In-person West Rutland
September 13	Wednesday	Data Collection Day 3 of 4	District Advisors	9:00 – 4:30	In-person West Rutland
September 14	Thursday	Data Collection Day 4 of 4	District Advisors	9:00 – 4:30	In-person West Rutland
September 18	Monday	IAAO 102 day 1 of 4	VALA		Webinar
September 19	Tuesday	IAAO 102 day 2 of 4	VALA		Webinar
September 20	Wednesday	IAAO 102 day 3 of 4	VALA		Webinar
September 21	Thursday	IAAO 102 day 4 of 4	VALA		Webinar
October 2	Monday	IAAO 112 Day 1 of 4	VALA		In-person West Rutland
October 3	Tuesday	IAAO 112 Day 2 of 4	VALA		In-person West Rutland
October 4	Wednesday	IAAO 112 Day 3 of 4	VALA		In-person West Rutland
October 5	Thursday	IAAO 112 Day 4 of 4	VALA		In-person West Rutland
October 9	Monday	IAAO 171	VALA		Webinar
October 25	Wednesday	IAAO 155 Day 1 of 2	VALA		In-person West Rutland

October 26	Thursday	IAAO 155 Day 2 of 2	VALA		In-person West Rutland
October 30	Monday	IAAO 300 Day 1 of 4	VALA		Webinar
October 31	Tuesday	IAAO 300 Day 2 of 4	VALA		Webinar
November 1	Wednesday	IAAO 300 Day 3 of 4	VALA		Webinar
November 2	Thursday	IAAO 300 Day 4 of 4	VALA		Webinar
November 6	Monday	IAAO 311 Day 1 of 4	VALA		Webinar
November 7	Tuesday	IAAO 311 Day 2 of 4	VALA		Webinar
November 8	Wednesday	IAAO 311 Day 3 of 4	VALA		Webinar
November 9	Thursday	IAAO 311 Day 4 of 4	VALA		Webinar

- **Upcoming VALA IAAO Trainings**

- Sept 18 -21 IAAO 102 [Income Approach to Valuation](#)
ONLINE ONLY ZOOM
- October 2-5 IAAO 112 [Income Approach to Valuation II](#)
IN PERSON ONLY West Rutland Town Hall
- Week of Oct 9 IAAO 171 [Standards of Professional Practice & Ethics](#)
ONLINE ONLY VT ONLY
- October 25-26 IAAO 155 [Depreciation Analysis](#)
IN PERSON ONLY West Rutland Town Hall
- Oct 30 – Nov 2 IAAO 300 [Fundamentals of Mass Appraisal](#)
ONLINE ONLY ZOOM
- November 6-9 IAAO 311 [Real Property Modeling Concepts](#)
ONLINE ONLY ZOOM

Please be aware the VALA registration fees for these IAAO courses is not reimbursable through the PVR Grant funding.

- **Upcoming courses offered directly through IAAO**

- ✓ May [Course 400: Assessment Administration](#)
- ✓ June [Course 332: Modeling Concepts](#)
- ✓ July [Course 201: Appraisal of Land](#)
- ✓ August [Course 300: Fundamentals of Mass Appraisal](#) ** and [Course 402: Tax Policy](#)
- ✓ September [Course 311: Real Property Modeling Concepts](#) **
- ✓ October [Course 333: Residential Model Building](#)
- ✓ November [Course 151: National USPAP](#)
- ✓ December [Course 851: RES Case Study Review Workshop](#)

**** VALA will also be offering these courses in the upcoming year** (at a reduced cost to Vermont listing and assessing officials).

These IAAO direct courses are eligible for [PVR Grant Funding](#)

- **KnowledgeWave is back!**

PVR will be offering six private classes in the upcoming year; 'private' in this instance means that the only participants will be those from Vermont municipalities. We plan to provide these offerings on Tuesday mornings. Two will be Excel focused (helpful for managing VTPIE reports) and launching from those will be an *Introductory PowerBi* session. Also planned is an *Intro to Microsoft Bookings* (think scheduling inspection appointments with your taxpayers), a session on *Communications and Teamwork* and to wrap up, *Ten Useful Word* features. **Please see the above *Education Tuesday Morning Webinars* table for dates, times, and registration links.**

- **Vermont Property Assessor Certification Program (VPA)**

<https://tax.vermont.gov/municipal-officials/certification-and-education-programs-about>

Many municipalities and individuals have benefitted from the classes developed and presented by PVR in collaboration with the International Association of Assessing Officers (IAAO) and the Vermont Assessors and Listers Association (VALA). In addition to the IAAO and VALA classes, PVR offers New Lister Training, Advanced Lister Training, Data Collection, and Current Use among other offerings to provide listers the training needed in order to succeed in their positions. To that end, the mission of the **Vermont Assessor Certification Program** is to encourage, promote, and provide educational opportunity and advancement for listers and assessors throughout the state.

VPACP has created four levels of achievement (VPA I, VPA II, VPA III and VPMA). Each level has prerequisites and requirements, including levels of work experience and training.

This is a voluntary program designed to encourage and recognize professionalism and competency in being a municipal assessing official. Education is a high priority for the Division of Property Valuation and Review (PVR). Listers, assessors, and other municipal officials who take advantage of these educational opportunities will have a better understanding of their responsibilities and will better perform the duties of the office.

For 2023, ALL classes required for certification are being offered. Please see the Education Section of this Newsletter for course dates. For more information on VPA certification and to apply, Please click to see the [VPACP Handbook](#).

- **On-Demand PVR Webinars & Training materials**

Recordings of our webinars, as well as course materials from our classes, are available at <https://tax.vermont.gov/municipal-officials/certification-education-programs/materials>. Please keep in mind that these recordings are meant for reference only – **** actual event attendance is required for VPA certification.**

- **Grant Funding/ Reimbursement for Travel and Assessment Training**

PVR classes continue to be of no charge to listers. PVR sponsorship of select NEMRC webinars and VALA hosted IAAO classes also continues. However, please be aware the VALA registration fees for these IAAO courses is not reimbursable through the PVR grant. Grant money is also available for **pre-approved** mileage & lodging expenses (distances apply) as well as certain independently taken, non-PVR sponsored, assessment related courses, including those taken online (pre-approval required as well). Complete Education Grant information and application is available at <https://tax.vermont.gov/municipal-officials/certification-education-programs/tuition-information> If assistance is needed with this process, please contact (802) 828-6887 or via email tax.listered@vermont.gov .

The *Grant Education Funding for Listers and Assessors (Municipal Reimbursement)* Fact Sheet is also available at <https://tax.vermont.gov/sites/tax/files/documents/FS-1184.pdf>.

District Advisor & CU Specialist Contact Information

[District Advisors & their territories interactive map](#)

District Advisors

Barb Schlesinger barbara.schlesinger@vermont.gov	(802) 369-9081	Deanna Robitaille deanna.robitaille@vermont.gov	(802) 323-3411
Benton Mitchell benton.mitchell@vermont.gov	(802) 233-4255	Jen Myers jennifer.myers@vermont.gov	(802) 522-0199
Christie Wright christie.wright@vermont.gov	(802) 855-3897	Teri Gildersleeve teri.gildersleeve@vermont.gov	(802) 855-3917
Cy Bailey cy.bailey@vermont.gov	(802) 233-3841	Theresa Gile theresa.gile@vermont.gov	(802) 522-7425
Nancy Anderson / Edu Coord (PT) nancy.anderson@vermont.gov	(802) 828-6680	Nahoami Shannon / PVR Assist nahoami.shannon@vermont.gov	(802) 828-6867

Current Use Specialists

Addison - Derby	Melanie Riddle melanie.riddle@vermont.gov	(802) 828-6633
Dorset - Middlebury	Katie Emerson katelin.emerson@vermont.gov	(802) 828-6637
Middlesex - Shoreham	Maria Steyaart maria.steyaart@vermont.gov	(802) 828-6636
Shrewsbury - Worcester	Nick Zimny-Shea nicholas.zimny-shea@vermont.gov	(802) 828-6608
Current Use Supervisor	Elizabeth Hunt elizabeth.hunt@vermont.gov	(802) 828-5860 x2

Help Desks

- **PVR (802) 828-5860**
 - ✓ Tax forms **press 1** **available Monday thru Friday**
 - ✓ Municipal official support **press 2** **available Monday thru Friday**
 - ✓ Current Use & all other PVR related questions **press 3** **available Mon, Tues, Thurs, Fri**

Please leave a message for your District Advisor at their number. However, if you need immediate assistance and are unable to wait for a return call please call (802) 828-5860, option 2 and ask to speak to a district advisor that is available.

- **VTPIE AXIOMATIC SUPPORT (603) 413-4978 EXT 0**
<https://support.axiomnh.com/support/home> support@axiomnh.com

Online Resources

The following resources and many more aides & forms are available at:

[VT Dept of Taxes](#) > [Municipal Officials](#) > [Forms & Publications](#)
 > [Property Assessment](#)
 > [Listers and Assessors](#)
 > [Training & Certification](#)
 > [Municipalities](#)
 > [VTPIE Project](#)

Municipal Basics

Municipal Resources (SoS)	Municipal Laws & Regulations	Forms & publications
Municipal Resources (PVR)	Open Meeting Law – VLCT	Interactive DA map
Public Records - VLCT FAQ	Tax Bill tools	
Public Records - Sec of State	Prop Tax Credit Confidentiality	

Lister Aides & Forms

Listers and Assessors	Interactive DA map	E&O - Value Change
Lister Responsibilities checklist	Lister/ Assessor handbook	E&O- Homestead Status Change
VT Property Assessor Cert	Lister Calendar (2023)	Lister Certificate – HSD-315
State Sponsored Training	Reappraisals	Lister Cert(subdivision) - HSD-316
PVR Courses & Registration	Approved Appraisers	Homestead Declarations
Lister Education Grant	RA-308	Record Retention
Lister and/or Assessor Options		About Abatement

Property Assessment - Grand Lists

Assessment Toolbox	Solar plants - valuing w/ PV Value	Conservation Easements
eCuse	Assessing CU Property	CU Withdrawal - FMV
Property Ownership & Deeds	Cell Decision Tree	

Exemptions

Exemptions	Public, Pious & Charitable PVR-317	32 VSA 3802 – Statutory Exemptions
Valuation of Tax-Exempt Properties	Insurance Value Reporting form CR-001 for Exempt Properties	32 VSA 3832 – Restricted Exemptions
Veterans Exemption	Subsidized Housing	Covenant Restricted

Appeals

Grievance Letter Template	Sec of State Tax Appeal Handbook	VLCT Property Tax Appeals
Appeals to Director Guide	Guide to Best Practices	List Value Adjustment Request

VCGI Mapping

Vermont Parcel Program Overview	Parcel Program Frequently Asked Questions
Vermont Parcel Viewer	Parcel Program Town Data Status
Vermont Parcel Program GIS Data	Example Uses of Parcel Program GIS Data
Vermont Land Survey Library	Digital Parcel Mapping Guidelines and Contract Guidance
For Map Vendors: Guidance in working with VCGI	For Mappers: How to submit municipal parcel data updates

Town Clerk Resources

Paper PTTRS	Transfer of Mobile Homes	Municipal Officials Resources
myVTax – Recording PTTRS	MH Uniform Bill of Sale	BCA Decision Template
myVTax – Recording LUCT Lien Release	MH Quit Claim Deed	Official Notice Decision of Board of Civil Authority