

# NEWSLETTER

From Your District Advisor  
Property Valuation & Review



## *What's New for July?*

### **FY23 Education Property Tax Rates**

FY23 Education Property Tax Rates are available on the tax department website. Individual town notices can be accessed in dropdown format (similar to the Equalization Study results):

[Education Property Tax Rate Notices](#) | [Department of Taxes \(vermont.gov\)](#)

Please refer to [Education Property Tax Rates | Department of Taxes \(vermont.gov\)](#) for a summary table of Education Property Tax Rates for all municipalities and to review frequently asked questions about Education Property Taxes.

### **FY23 Hold Harmless and PILOT Payment Estimates**

Estimates for the FY23 Hold Harmless and PILOT payments are available for municipal review and budgeting. This year in lieu of sending out individual estimates by email to each municipality - all the estimates are available in spreadsheet format on the Tax Department website. This way the estimates are readily available for all municipal officials to access. If you have any difficulty accessing the estimates or have any questions, please reach out to us here at PVR.

FY23 Hold Harmless Estimates: <https://tax.vermont.gov/municipal-officials/reports/hold-harmless>

FY23 PILOT Estimates: <https://tax.vermont.gov/municipal-officials/reports/pilot>

### **PVR is Hiring**

PVR is hiring two Current Use Specialist IIIs! You can find our listing [here](#). If you or someone you know is interested in this position, please feel free to reach out to Elizabeth Hunt at [Elizabeth.Hunt@vermont.gov](mailto:Elizabeth.Hunt@vermont.gov). Right now is a really exciting time in PVR: with the real estate market booming and the implementation of VTPIE, NOW is the time to join this incredible group of folks.

### **VTPIE and Looking Ahead...**

#### **In-Person Training**

PVR is working with Axiomatic to conduct both morning and afternoon in-person training sessions this **July 20** (Derby), **July 26** (Londonderry Town Office Bldg), and **August 3** (Tax Dept Bldg, Montpelier) regarding Sales Validation and GIS. Stay tuned for the upcoming schedule along with session details that will be released on Listserve (Comp-60) shortly.

#### **Ratio Study**

With the new VTPIE system, listers will be able to run their own sales ratio study for specific date ranges, and specific strata such as category and class. While the local ratio study will not be eligible to be finalized, the District Advisors will also be able to create ratio study and equalization trials which are eligible to be finalized and distributed to the towns.

#### **Current Use**

We are preparing for this next phase, scheduled to go Live in December 2022, for the April 1, 2023 Grand List. Current Use applications will continue to be submitted through the current State system, eCuse. VTPIE will be used to validate and manage the enrolled Current Use parcels. VTax will continue to be used for the Land Use Change Tax when property is removed or no longer eligible for the program.

### Tax Billing

Something to look forward to is the Tax Billing interface that will go Live in May 2023. This tax billing interface will allow users to view and manage property tax bills; including generating the bills, editing the bills, and personalizing your town’s bill that includes adding Town’s letterhead with minimal limitation on customization.

### VTPIE or CAMA?

The following chart outlines general lister tasks and highlights in which system these tasks will take place:

Element	Process	CAMA	VTPIE
Parcel Maintenance	Generation & management of SPAN	X	
	Processing transfers, splits, merges	X	
	Management of contiguous parcels	X	
	Tracking of inactive parcels	X	
Personal Property	Creating & managing personal property	X	
	Personal Property exemptions		X
	Personal Property grievance		X
District Management	Village, Special & School districts	X	
	Tax Increment Finance Districts		X
Exemptions	Special		X
	Statutory		X
	Contracts		X
Ratio Study/ Equalization	Sales validation		X
	Ratio studies		X
	Equalization		X
Current Use	Review of Current Use enrollment/ unenrollment/ updates (enrolled acreage – enrolled buildings)		X
	Updating current use land lines & building exemptions	X	
	Full valuation of excluded land per appropriate land schedule	X	
	Full valuation of enrolled farm buildings with an indicator that they are enrolled	X	
	Full valuation of enrolled land (as full value of original parcel less full value of excluded land)	X	
	Use valuation of enrolled land	X	X
	Current Use grievance		X
Homestead	Receiving & reviewing homestead declarations		X
	Homestead & housesite valuation	X	
Valuation	Valuation of all taxable & exempt (insurance value) real & personal properties	X	
	Allocating homestead/ nonhomestead values	X	

For additional VTPIE information, please visit <https://tax.vermont.gov/municipal-officials/vtpie>

## **VLCT - A note on Lister signatures and notice accompanying the preliminary grand list**

*Do the listers need to sign the certificate and notice that accompany the preliminary grand list (aka the “abstract”) that’s filed with the clerk per 32 V.S.A. § 4111 at a public meeting?*

Yes. [Title 32 Section 4111](#) states that the book for the abstract of individual lists (aka the preliminary grand list, the abstract) must contain both “a certificate, signed by the listers, that according to their best knowledge, information, and belief that they have herein set down the listed valuation of all taxable real and personal estate of each person therein named” and “a notice in writing signed by the listers that the contents thereof will become the grand list of the such town and of each person therein named, unless cause to the contrary is shown” and that they “will meet at some place therein designated by them to hear all grievances and make corrections in such list.”

The answer to the question of how these documents are signed involves two laws: the joint authority statute and the Open Meeting Law. The joint authority statute provides that a public body of three or more must act by a “concurrence of a majority.” [1 V.S.A. § 172](#). This means that the power of a public body resides in the majority, not in any individual member. Accordingly, unless the law specifically states otherwise, no individual lister has the authority to act on their own and that includes signing any documents which are required by law to be signed by the board. The Open Meeting Law provides that a public body can only act during a public meeting. “No resolution, rule, regulation, appointment, or formal action shall be considered binding except as taken or made at such open meeting, except as provided under subdivision 313(a)(2) of this title.” [1 V.S.A. § 312\(a\)\(1\)](#). Consequently, for the board of listers to take any action, including signing the certificate and notice that accompanies the preliminary grant list filed with the town clerk, it must do so at a meeting that is open to the public.

While there are some exceptions to the law for things like “clerical work” or “administrative matters,” the law does not define them, and Vermont courts have not yet had the opportunity to interpret them. Therefore, it remains unclear exactly how and when those exceptions would apply. What is clear, though, is that – due to these two provisions of law – actions and decisions by the board of listers and all public bodies must be made at a duly warned meeting.

Further support for this interpretation comes from contrasting the requirement of the “listers” to sign the certificate and notice in [32 V.S.A. § 4111](#) with the requirement in [32 V.S.A. § 4151\(b\) and \(c\)](#) for “each lister” to take, sign, and attach their oaths. If the Legislature had intended to allow individual signing of the abstract’s certificate and notice, it would have used the same language that allows this for their individual oaths.

**Municipal Assistance Center  
Vermont League of Cities & Towns**

## **Legislative Highlights 2022**

The *Legislative Highlights*, our annual overview of the legislation that the Tax Department followed closely during this past legislative session, has been published on our website. You will find this report by clicking the link in the banner on our [home page](#).

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## What's on the Calendar for July?

At a glance, important dates include:

### July 1

- Property Tax Credit download (June 30) <sup>A</sup>
- Fiscal Year begins July 1
- Department of Taxes notifies Towns of education property tax rates. [32 V.S.A. § 5402](#)

### July 5

- **Current Use Deadline** – Listers must report electronically their final current use numbers to PVR. This data includes pertinent listed values, acreage corrections, any comments relating to changes of ownership, eligibility, et al. Please note this refers to returning your **first file exchange** [32 V.S.A. § 3756\(h\)](#)

### Early July

- **Order(s) to Reappraise by the Director** <sup>B</sup>

### July 26

- Final Grand List for towns of less than 5000 shall be completed and deposited in town clerk's office [32 VSA § 4151](#); [32 VSA § 3004](#)

<sup>A</sup> The first **Property Tax Credit download** became available June 30. These downloads will continue through the property tax season on a monthly basis, ending with October 28 file. Scheduled dates for 2022 are: **June 30 – July 28 – August 30 – September 29 – October 28**

<sup>B</sup> **Order to Reappraise letters** from the Director are being sent to towns whose 2021 Equalization Study results (<https://tax.vermont.gov/municipal-officials>) fell outside the statutory requirements of a Common Level of Appraisal (CLA) between 85% and 115% or if their Coefficient of Dispersion (COD) was greater than 20%.

[32 VSA 4041a](#)

[Rule on Required Reappraisals](#)

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## News You Can Use

### Helpful links

- **Grand List Lodging: Instructions for Listers** <https://tax.vermont.gov/sites/tax/files/documents/GB-1067.pdf> PLEASE NOTE THIS DOCUMENT INCLUDES ROLLOVER INSTRUCTIONS AS WELL
- **State Payment Confidentiality Options** <https://tax.vermont.gov/sites/tax/files/documents/GB-1273.pdf>
- **Best Practices Guide** <https://tax.vermont.gov/sites/tax/files/documents/GB-1279.pdf>
- **Reappraisal Activity Evaluation** <https://tax.vermont.gov/sites/tax/files/documents/GB-1267.pdf>
- **Calendar & Task List 2022** <https://tax.vermont.gov/content/lister-calendar-and-task-list>
- **Request a VPIE account** <https://request.vtpie.org/>  
Click [HERE](#) for a step-by-step process on activating your account
- **Request a VPIE GIS account** <https://gisrequest.vtpie.org/>
- **Updated Interactive District Advisors Map** Includes reappraisal year and contractor info, CAMA preference, 2021 CLA/COD by town and more <https://tax.vermont.gov/municipal-officials/listers-and-assessors/district-advisors>

## Tax Bill Tools & Education Tax Rates

The updated tax bill printing tools for 2022 are located on our website in the Municipal Officials section:

- [Tax Bill Printing Tools](#)
- [2022 Bill Backer](#)
- [How Education Taxes are Calculated FAQ](#)
- [Understanding Your Property Tax Bill](#)

## Appeal Resources

- A collaborative project of the Vermont Secretary of State and PVR, the Handbook on Property Tax Assessment Appeals (*rev 2009*) provides in-depth guidance from lister grievance through BCA and beyond.

[Handbook on Property Tax Assessment Appeals](#)

- Vermont League of Cities and Towns has compiled a centralized resource center of information and guidelines related to property taxes and appeals.

[VLCT Property Taxes Resources](#)

## Lister and BCA Appeal Deadlines (PVR/VLCT)

Action	Population of less than 5,000	Population of more than 5,000
Listers commence Grievance hearings <a href="#">32 VSA 4221</a> <a href="#">32 VSA 4341</a>	Hearings must start on or before <b>June 19</b>	Hearings must start on or before <b>July 9</b>
Agenda for Lister hearings <a href="#">1 VSA 312 (d)(1)</a>	At least 24 hours before every tax appeal hearing. Constitutes a 'special meeting'	At least 24 hours before every tax appeal hearing. Constitutes a 'special meeting'
Grievance hearings end <a href="#">32 VSA 4221</a> <a href="#">32 VSA 4341</a>	<b>On or before July 2</b>	<b>On or before July 22</b>
Minutes of hearing <a href="#">1 VSA 312 (b) (2)</a>	5 calendar days from the conclusion of lister grievance	5 calendar days from the conclusion of lister grievance
Results of Grievance mailed <a href="#">32 VSA 4224</a> <a href="#">32 VSA 4341</a>	<b>July 9</b>	<b>July 29</b>
Deadline for filing appeal to BCA <a href="#">32 VSA 4404 (a)</a>	14 days from mailing of result of grievance	14 days from mailing of result of grievance
Latest Grand List can be lodged <a href="#">32 VSA 4151</a> <a href="#">32 VSA 4341</a> <a href="#">32 VSA 3004</a>	July 25	August 14
Deadline for filing Appeal to BCA <a href="#">32 VSA 4404 (b)</a>	Within 14 days after mailing Result of Grievance decision	Within 14 days after mailing Result of Grievance decision
BCA Hearings occur <a href="#">32 VSA 4404(b)</a> <a href="#">32 VSA 4341</a> <a href="#">Rhodes V Town of Georgia 166 VT 153 (1997)</a>	Must be at least started within 44 days after the last	Must be at least started within 44 days after the last

	date allowed for notice of appeal	date allowed for notice of appeal
Site Inspections occur <a href="#">32 VSA 4404(c)</a>	Within 30 days of hearing of the appeal	Within 30 days of hearing of the appeal
Site Inspection Report to BCA <a href="#">32 VSA 4404(c)</a>	30 days from the hearing on that property	30 days from the hearing on that property
BCA Hearings end	No statutory deadline	No statutory deadline
BCA Decision Filed with Clerk, Recorded in Grand List Book, Mailed to Appellant <a href="#">32 VSA 4404(c)</a>	Withing 15 days from the time of Inspection Report	Withing 15 days from the time of Inspection Report
Appeal From BCA Decision <a href="#">32 VSA 4461(a)</a>	Within 30 days of date of Mailing of BCA Decision	Within 30 days of date of Mailing of BCA Decision

Timeline compiled by VLCT and modified for newsletter by PVR. Tax Assessment & Appeal Process calendar in entirety available at <https://www.vlct.org/sites/default/files/2022%20Lister%20and%20BCA%20Deadlines%20Poster.pdf>

**Please note that these dates are predicated on either June 4<sup>th</sup>/ June 24 filing(s), with no Director granted extension.**

### Best Practices

At the beginning of the appeals cycle is the appropriate time to assure Best Practices are being followed in determining fair market value. Guidelines have been designed to determine whether a municipality is eligible for a recalculation of its education property tax liability when its grand list loses value because of an appeal under [Chapter 131 of Title 32](#), a declaratory judgment action, or an approved settlement [32 VSA §5412](#). In order for the state to reimburse a municipality, there must be evidence that a municipality followed best practices in establishing fair market value of the parcel(s) in question. Please visit <https://tax.vermont.gov/content/gb-1279-best-practices-property-valuation-vermont> for the guide to Best Practices developed by PVR in consultation with VALA.

### Preparing for the Equalization Study

As you may be aware, your annual sales validation task will now be completed in the VTPIE portal. This initial task completed by the listers, is an important part of the equalization process used to calculate the common level of appraisal (CLA), coefficient of dispersion (COD) and equalized education grand lists (EEGL) for tax rate purposes and education funding.

Past year sales are visible in your VTPIE account, though review and verification are only required on sales that occurred between April 1, 2021, thru April 1, 2022. Please finalize your review of these sales at your earliest convenience and schedule a time with your District Advisor for an overall 411 review as well as to answer any questions you may have. The DAs will have a few checklists to review with you, including the review of coding on exempt properties, utilities, etc. to make your study results more accurate. Your assistance in this process is crucial and important!

With your cooperation we would like to have all sales validated in your VTPIE accounts by September 1.

If you have completed your sales validation, Thank You! We appreciate your assistance with this process!

[Introduction to Vermont's Equalization Study](#)  
[Sales Validation & Equalization in VTPIE](#)  
[Course material: Sales Validation & Equalization](#)

## Equalization Study - Reappraisal Towns

Towns that have completed a reappraisal for the 2022 grand list will be reviewing three years of sales in VTPIE. The new reappraisal values will be available in the Grand List information column. Prior listed values at time of sale will need to be edited to reflect this new reappraisal value. If you have completed a full reappraisal, we would expect all listed values to have changed. If you completed a partial reappraisal, you should indicate those parcels that were reappraised and change only these listed values to reappraised values.

Please note that reappraisals are to be approved by January of the reappraisal year to be accepted for equalization (this includes all reappraisals – whether they are under Director order or town’s choice). If PVR did not approve your reappraisal or PVR was not aware of your reappraisal activity PVR will not accept the new values for equalization purposes.

Please contact your District Advisor with questions or if you need assistance.

## Homestead Downloads

Please continue downloading your Declarations on a regular basis, paying attention to business/rental percentages as well as business use of outbuildings. Remember, any allocation changes in the homestead or housesite value are to be flagged for Change of Appraisal notices and require a comment. [32 VSA 4111\(g\)](#)

[GB-1071 - HS-122 Download Instructions Fact Sheet](#)  
<http://www.nemrc.com/support/grandList/>

## Educational Offerings in July

Please see the *Education* section of this newsletter for course details and registration information

Monday	Tuesday	Wednesday	Thursday	Friday
			1-July • KnowledgeWave <a href="#">Meet Like a Pro with Microsoft Teams</a>	2-July
4-July	5-July	6-July	7-July	8-July
11-July	12-July	13-July • KnowledgeWave <a href="#">Create a Simple Document Approval Process Using SharePoint &amp; Power Automate</a>	14-July • KnowledgeWave <a href="#">Conflict Management with Inclusion</a>	15-July
18-July	19-July • KnowledgeWave <a href="#">Staying Positive on the Job</a>	20-July • VTPIE LIVE <b>Derby</b> Morning & Afternoon sessions	21-July • KnowledgeWave <a href="#">Power BI Introduction &amp; Workplace Setup</a>	22-July
25-July	26-July • VTPIE LIVE <b>So Londonderry</b> Morning & Afternoon sessions	27-July • PVR <b>Statutes &amp; Real Estate Law – Section 1</b>	28-July • PVR <b>Statutes &amp; Real Estate Law – Section 2</b> • KnowledgeWave	29-July

	<ul style="list-style-type: none"> <li>• KnowledgeWave <a href="#">Sort &amp; Filter Data in Excel</a></li> <li>• KnowledgeWave <a href="#">Connect with Empathy: Act with Compassion</a></li> </ul>		<a href="#">All About Printing Spreadsheets</a>	
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## Current Use

It is **crucial** that if you have not downloaded and returned your first file exchange that you do so before the **statutory deadline of July 5th**. This does not mean that all your files will be, or need to be 100% complete, the first exchange is meant for you to review ALL your files and send back to Current Use with notes on any changes that have occurred from your 2021 Grand List and to respond to any requests. [32 V.S.A. § 3756\(h\)](#)

***If you have not done so, please Validate, Return to CU and Load to your grand list.***

[Assessing Current Use Property](#)

[How to allocate Land subject to Use Value Appraisal](#)

## eCuse

- **Town clerks** should be checking regularly for applications that have been approved and are awaiting recording. [Municipal Service User Guide for Town Clerks & Listers](#)
- Land Use Change Lien Release <https://tax.vermont.gov/sites/tax/files/documents/GB-1179.pdf>  
**Need sign in assistance with eCuse?** Please reach out to Carrie Potter at (802) 828-6635.

## Withdrawals/ Discontinuances/ LUCT

Current Use withdrawals are **ongoing, processed through the myVTax application**. You will be alerted via email when you have LUCT (Land Use Change Tax/Penalty) value requests in myVTax. We also recommend listers make it a practice to log into their myVTax accounts monthly to check for new activity. When there is a request, please log into your myVTax account as soon as possible where you will be asked 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\(b\)](#).

[How to Value Land Excluded or Withdrawn from Current Use](#)

*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](#)

If you need more information about how to get access to your myVTax account, how to value the land, or how to notify the taxpayer, please reach out to your district advisor.

## Education

### PVR

The Division of Property Valuation and Review (PVR) offers lister and assessor courses at **no charge** to current Vermont municipal assessment officials. Below are listed our trainings for 2022.



**Registration** for upcoming classes will be available soon at <https://tax.vermont.gov/municipal-officials/education>. Once registered, you will receive confirmation along with the sign-in link to the training webinar. The confirmation email, from [TAX.ListerEd@vermont.gov](mailto:TAX.ListerEd@vermont.gov), will be sent to the email provided when registering - please remember to save this email!

We will also be posting training announcements on Listserv (aka Comp60) along with a direct link to register. On the day of the webinar, remember to sign into Teams using your full name and indicate your town as well, in order to receive your Certificate of Attendance.

- **Statutes & Real Estate Law Session 1 of 2\*** July 27 1:00 PM – 4:00 PM
- **Statutes & Real Estate Law Session 2 of 2\*** July 28 1:00 PM – 4:00 PM

*\*Please note this course is a requirement for the Vermont Property Assessor Level III certification and participants are required to attend both sessions for the State-sponsored Statutes & Rules in Property Assessment Certificate.*

- **IAAO 100 Real Estate Property Appraisal Workshop\*** August 9 8:30 AM – 4:30 PM
- **IAAO 100 Real Estate Property Appraisal Workshop\*** August 10 8:30 AM – 4:30 PM

*\*Please note this course is a requirement for the Vermont Property Assessor Level I certification and participants are required to attend both sessions for the IAAO 100 Real Estate Property Appraisal Workshop Certificate.*

- **Data Collection Session 1 of 4\*** *Tentative NEW DATE* November 9 full day session
- **Data Collection Session 2 of 4\*** *Tentative NEW DATE* November 10 full day session
- **Data Collection Session 3 of 4\*** *Tentative NEW DATE* November 22 full day session
- **Data Collection Session 4 of 4\*** *Tentative NEW DATE* November 23 full day session

*\*Please note this course is a requirement for the Vermont Property Assessor Level II certification and participants are required to attend all four sessions for the State-sponsored Data Collection Course Certificate.*

- **Deed Reading & Real Estate Exemptions** *Stay Tuned!* TBD
- **Advanced Lister Training** *Stay Tuned!* TBD
- **Solar/Cell/Subsidized Housing** *Stay Tuned!* TBD
- **Tips & Tricks** October 11 9:00 AM – Noon

## VALA

VALA will be offering the following Zoom IAAO workshops and courses for 2022:

- September 12-15 **IAAO 101 Fundamentals of Real Property Appraisal**  
Instructor: Kara Endicott
- October 3 & 4 **IAAO 155 Depreciation Analysis Workshop**  
Instructor: David Cornell
- Week of Sept. 19-23 **IAAO 171 IAAO Standards of Professional Practice & Ethics Workshop**  
Instructor: TBD
- October 17-21 **IAAO 300 Fundamentals of Mass Appraisal**  
Instructor: David Cornell

- October 24-26                      **IAAO 452 Fundamentals of Assessment Ratio Studies Workshop**  
Instructor: David Cornell

VALA’s website link to additional training info: <https://valavt.org/education/training/>  
 Link to VALA’s registration form (also found on the training page link above):  
<https://valavt.org/wp-content/uploads/sites/33/2022/01/VALA-Education-Registration-2022u.pdf>

**KnowledgeWave**

KnowledgeWave continues to bring Microsoft Office and professional development webinars to municipalities each month as part of the [KnowledgeWave Learning Site](#) training package. These webinars are free for all KnowledgeWave members. July’s live webinars, along with registration links, can be found in the **News You Can Use Section** of this Newsletter.

If you have yet to enroll in this educational platform provided by PVR or if you wish to enroll additional town officials please send their first name, last name, town, and their unique email address to [support@knowledgewave.com](mailto:support@knowledgewave.com), they will be added to the learning site. A town may enroll up to ten (10) individual emails for town officials.

**NEMRC**

NEMRC’s webinar recordings from both their 2021 and 2022 offerings can be found at <https://www.nemrc.com/support/webinars/> . These webinars are also made available to current municipal assessment officials at no charge through the town’s NEMRC Annual Support Agreement.

**On-Demand Webinars & Training materials**

Recordings of our webinars, as well as course materials from our past 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.**

- |   |                                          |           |                   |
|---|------------------------------------------|-----------|-------------------|
| • | Equalization & Sales Validation Training |           | February 9, 2022  |
| • | Current Use Training                     | Session 1 | February 16, 2022 |
|   | Current Use Training                     | Session 2 | February 17, 2022 |
| • | New & Seasoned Lister Training           | Session 1 | March 16, 2022    |
|   | New & Seasoned Lister Training           | Session 2 | March 18, 2022    |
|   | New & Seasoned Lister Training           | Session 3 | March 23, 2022    |
|   | New & Seasoned Lister Training           | Session 4 | March 25, 2022    |
| • | Reappraisal Training                     |           | May 10,2022       |

*Prior year trainings:*

- |   |                                               |                    |
|---|-----------------------------------------------|--------------------|
| • | Vermont Statutes & Real Estate Law Training** | July 14 / 15, 2021 |
| • | Land Schedule Training**                      | May 19 / 26, 2021  |
| • | Grand List Cleanup                            | April 28, 2021     |
| • | Deed Reading & Real Estate Exemptions         | April 21, 2021     |

**VTPIE**

On-Demand Webinars for the new VT Property Exchange (VTPIE) can be found at <https://tax.vermont.gov/municipal-officials/vtpie/support>

- Geographic Information System (GIS) Portal Training February 23, 2022
- VTPIE Training I - Municipal Info & Sales Validation January 20, 2022
- Axiomatic Update Webinar July 13, 2021

### Grant Funding/ Reimbursement for Travel

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 available for **pre-approved** mileage and lodging expenses (distances apply). A fillable pdf, grant application can be found at <https://tax.vermont.gov/content/state-vermont-grant-agreement> You will need to download and save the application to your computer, close the web version, and reopen the file on your computer.

Additionally, if municipal listers and assessors are independently taking non-PVR sponsored, assessment related courses, including those taken online, these course fees **may** be reimbursed through the grant application process. This grant funding **may** also apply to related travel expenses to assessment trainings (including mileage above 50 miles one way and lodging for multiple day classes). Applications for grants **must be preapproved prior to attending the training**. To apply, follow the Course Funding link below. If you need assistance with this process, please contact (802) 828-6887. More information about course funding and our grant program is available at <https://tax.vermont.gov/municipal-officials/certification-education-programs/tuition-information>

A *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

<b>Barb</b> Schlesinger <a href="mailto:barbara.schlesinger@vermont.gov">barbara.schlesinger@vermont.gov</a>	(802) <b>369-9081</b>	<b>Deanna</b> Robitaille <a href="mailto:deanna.robitaille@vermont.gov">deanna.robitaille@vermont.gov</a>	(802) <b>323-3411</b>
<b>Benton</b> Mitchell <a href="mailto:benton.mitchell@vermont.gov">benton.mitchell@vermont.gov</a>	(802) <b>233-4255</b>	<b>Jen</b> Myers <a href="mailto:jennifer.myers@vermont.gov">jennifer.myers@vermont.gov</a>	(802) <b>522-0199</b>
<b>Christie</b> Wright <a href="mailto:christie.wright@vermont.gov">christie.wright@vermont.gov</a>	(802) <b>855-3897</b>	<b>Teri</b> Gildersleeve <a href="mailto:teri.gildersleeve@vermont.gov">teri.gildersleeve@vermont.gov</a>	(802) <b>855-3917</b>
<b>Cy</b> Bailey <a href="mailto:cy.bailey@vermont.gov">cy.bailey@vermont.gov</a>	(802) <b>233-3841</b>	<b>Theresa</b> Gile <a href="mailto:theresa.gile@vermont.gov">theresa.gile@vermont.gov</a>	(802) <b>522-7425</b>
<b>Nancy</b> Anderson / Edu Coord (PT) <a href="mailto:nancy.anderson@vermont.gov">nancy.anderson@vermont.gov</a>	(802) <b>279-9938</b>	<b>Nahoami</b> Shannon / PVR Assist <a href="mailto:nahoami.shannon@vermont.gov">nahoami.shannon@vermont.gov</a>	(802) <b>595-3402</b>

### Current Use Specialists

<b>Addison - Derby</b>	<b>Patrick</b> Dakin <a href="mailto:patrick.dakin@vermont.gov">patrick.dakin@vermont.gov</a>	(802) <b>828-6633</b>
<b>Dorset - Middlebury</b>	<b>Isaac</b> Bissell <a href="mailto:isaac.bissell@vermont.gov">isaac.bissell@vermont.gov</a>	(802) <b>828-6637</b>
<b>Middlesex - Shoreham</b>	<b>Maria</b> Steyaart <a href="mailto:Maria.steyaart@vermont.gov">Maria.steyaart@vermont.gov</a>	(802) <b>828-6636</b>
<b>Shrewsbury - Worcester</b>	<b>Nick</b> Zimny-Shea <a href="mailto:nicholas.zimny-shea@vermont.gov">nicholas.zimny-shea@vermont.gov</a>	(802) <b>828-6608</b>

## Help Desks

PVR GENERAL HELP LINE (802) 828-5860  
CURRENT USE (802) 828-5860

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 and ask to speak to a district advisor that is available.

### AXIOMATIC SUPPORT

<https://support.axiomnh.com/support/home>

[support@axiomnh.com](mailto:support@axiomnh.com)

(603) 413-4978 EXT 0

## Online Resources

### Lister & Municipal Basics

<a href="#">Municipal resources</a>	<a href="#">Open Meeting Law – VLCT</a>	<a href="#">Tax Bill tools</a>
<a href="#">Forms &amp; publications</a>	<a href="#">Municipal Law Basics</a>	<a href="#">Property Tax Credit Confidentiality</a>
<a href="#">IPTMS Project</a>	<a href="#">Public Records - Sec of State</a>	<a href="#">VT Property Assessor Certification</a>
<a href="#">NEMRC GL Support</a>	<a href="#">Public Records - VLCT FAQ</a>	<a href="#">State Sponsored Training</a>

### Property Assessment - Grand Lists

<a href="#">Listers and Assessors</a>	<a href="#">Lister Guide</a>	<a href="#">Assessment Toolbox</a>
<a href="#">Lister and/or Assessor Options</a>	<a href="#">Lister Responsibilities</a>	<a href="#">Approved Appraisers</a>
<a href="#">eCuse</a>	<a href="#">Assessing CU Property</a>	<a href="#">CU Withdrawal - FMV</a>
<a href="#">Property Ownership &amp; Deeds</a>	<a href="#">Solar plants - valuing w/ PV Value</a>	<a href="#">Conservation Easements</a>
<a href="#">Reappraisals</a>		<a href="#">Homestead Declarations</a>
<a href="#">Grand List Lodging Checklist</a>	<a href="#">E&amp;O - Value Change</a>	<a href="#">E&amp;O- Homestead Status Change</a>

### Exemptions

<a href="#">Exemptions</a>	<a href="#">Public, Pious &amp; Charitable PVR-317</a>	<a href="#">32 VSA 3802 – Statutory Exemptions</a>
<a href="#">Valuation of Tax-Exempt Properties</a>	<a href="#">Insurance Value Reporting form CR-001 for Exempt Properties</a>	<a href="#">32 VSA 3832 – Restricted Exemptions</a>
<a href="#">Veterans Exemption</a>	<a href="#">Subsidized Housing</a>	<a href="#">Covenant Restricted</a>

### Appeals

<a href="#">Grievance Letter Template</a>	<a href="#">Sec of State Tax Appeal Handbook</a>	<a href="#">VLCT Property Tax Appeals</a>
<a href="#">Appeals to Director Guide</a>	<a href="#">Guide to Best Practices</a>	<a href="#">List Value Adjustment Request</a>

### VCGI Mapping

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

