

NEWSLETTER

From Your District Advisor
Property Valuation & Review



October 2018

What's New for October

We say goodbye

Doreen Salls, Current Use Property Tax Specialist III, has retired and is moving on to the next chapter in her life – one which involves much more fishing!! Doreen has been our go-to person for towns A thru F. We will miss her but wish her nothing but the best.

IT Contact telephone number change

The telephone number for the IT help desk has changed to **(802) 828-6844**. Cathie Powers continues to be available to assist with:

- NEMRC files related to Current Use, Grand List and 411, as well as Sales Study files
- eCuse logins
- myVTax logins
- Technical NEMRC/CAMA information and guidance

Equalization Study

According to [32 V.S.A. § 5405](#), "Annually, on or before April 1, the Commissioner shall determine the equalized education property tax grand list and coefficient of dispersion for each municipality in the State."

As part of this annual Equalization Study process, towns are asked to assist by validating sales. This process is currently accomplished online using the Tax Department web portal [myVTax](#). Towns are paid \$1.00 per grand list parcel to assist in this process (known as the Equalization Study Payment).

If your town has outstanding sales that are not validated by October 1, PVR will be validating these sales. This is due to time sensitive nature of this statutory process.

Once this year's sales are validated, the information is combined with validated sales information from the prior two years of sales to calculate the Common Level of Appraisal and the Coefficient of Dispersion for each municipality. For more information regarding these requirements and this process, you may also review our Equalization Study guide, found here:

[Equalization Study Guide](#)

Assessing Software Input

PVR is aware that the CAMA systems from multiple vendors (NEMRC MicroSolve, VISION, ProVal, etc.) are currently in use by Vermont towns. We are interested in finding out specifically which CAMA system each town uses to better understand the total scope of CAMA usage. Please send a note to Nahoami.Sainz@vermont.gov to notify PVR which CAMA system your town uses.

Homestead Declarations and State Payments

Please continue downloading your homestead declarations on a regular schedule and send an adjusted bill to the property owner if need be.

News You Can Use

Backup and Restore Points

Just a reminder, please remember how important it is to backup both your grand list and CAMA systems frequently. It is also important to backup to more than one place. In other words, you should back up to your hard drive in addition to a backup offsite (ie NEMRC and a hard drive you either transport off site or place in the vault). If you subscribe to NEMRC to perform nightly backups, make sure you know whether you are paying for -- grand list backups, CAMA MicroSolve backups or both and what files are included.

You can perform backups in NEMRC two ways:

1. On the main screen choose O. NEMRC Backup. This backs up your grand list only.
 - To back up to your hard drive, choose the 3rd option in the list. If you have a network drive and want to back up to that, choose Option 4 and specify the drive you want.
 - To back up off- site either backup to NEMRC (option 1) or Option 4 and choose your external drive etc.
2. On the main screen choose "H" for Restore Points. This will create a backup on your hard drive with a description you pick. Choose "Create a Restore Point" and name it, then click create. An example might be 2018 Preliminary as Lodged.

To create a backup in MicroSolve:

Choose Tools, then NEMRC backup. This will back up your MicroSolve data only. All options will be the same as for NEMRC.

If you use a different CAMA system, please consult with their helpdesk to make sure you understand how to use backup that data.

Make this a routine! If a disaster or computer virus hits your system you will be glad you did!

Current Use

Current Use exchanges will continue until your town's files are 100% certified - remember it's a work in progress! Keep sending the file back and forth until 100% certified from Current Use. Don't forget to complete Step #5 and load the values into your grand list. Once the file is 100% certified, you will only resend to Current Use when a change is made.

Continue to download in your 2018 Billed Grand List on a regular schedule and send an adjusted bill to the property owner if need be.

Program FYIs and Dates:

2019 Annual Certification for Agricultural Land and Farm Buildings

On Monday, September 10, 2018, the Annual Certification for Agricultural Land and Buildings (Form CU-313) were mailed to landowners in the current use program who have active agricultural land or buildings enrolled in the program that are required to submit an annual certification. These were mailed to the owner's address on file. Form CU-313 is a pre-printed form with specific parcel information maintained by the Department. No generic form is available.

How to Certify

A landowner must complete, sign, and either postmark or hand deliver Form CU-313, by November 1.

Mail completed forms to:
Vermont Department of Taxes
Current Use Program
PO Box 1499
Montpelier, VT 05601-1499

Hand deliver completed forms to:
Vermont Department of Taxes
133 State St, 1st Floor
Montpelier VT

Current Use withdrawals/ discontinuances

Current use withdrawals are processed through the myVTax application. You will be alerted via email when you have LUCT (Land Use Change Tax/Penalty) value requests in myVTax. 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 VSA 3757\(b\)](#).**

Remember to send a copy of the form (LV-314) to the taxpayer along with the Letter of Explanation (link in form LV-314). If the value is then appealed, let current use know immediately. The appeals process for land use change tax/ penalty is the same as all other grand list value appeals.

Please also be aware that these discontinuances may trigger the need to issue a revised tax bill.

If you need more information about how to get into myVTax, how to value the land, or how to notify the taxpayer you should call your district advisor or (802) 828-5860 (3 then 1) for the DA on phone duty. If you need help with access to myVTax or password, you should call IT at (802) 828-0428.

http://tax.vermont.gov/sites/tax/files/documents/VTaxGuide_LV314NavigationforListers.pdf

<http://tax.vermont.gov/sites/tax/files/documents/DeterminingFMVonWithdrawnCUland.pdf>

<http://tax.vermont.gov/content/letter-template-fair-market-value>

Upcoming Events

Vermont League of Cities & Towns - Town Fair

Wednesday, October 3, 2018 8:00 a.m. to Thursday, October 4, 2018 4:30 p.m.

DoubleTree by Hilton (formerly Sheraton), South Burlington.

<https://www.vlct.org/event/town-fair>

Education Opportunities

PVR

October

Tips & Tricks for Office Organization

Date & Time	Tuesday, October 16	9:00 a.m. – 4:30 p.m.
Vermont Realtors Building	148 State Street	Montpelier

[Register Now](#)

VALA

IAAO Course 102 – Income Approach to Valuation – Registration closed

Date & Time	October 1-5, 2018	8:00 a.m. – 5:00 p.m.
Town of Hartford Building, Rm 2	171 Bridge St	White River Junction

IAAO Course 311 – Residential Modeling Concepts

Date & Time	October 22-26, 2018	8:00 a.m. – 5:00 p.m.
Franklin Conference Center at the Howe Center	1 Scale Ave. Ste. #92, Building #3	Rutland

<http://www.valavt.org/educational-opportunities/>

Course Funding

Thank you for your interest in our course offerings for listers and assessors. We are confident that these courses will help you develop and refine your assessment skills, and help you achieve your personal and professional goals. Courses presented by Property Valuation and Review are offered **free of charge** to municipal officials.

Please be sure to sign up only once for any course offered and note that a few are offered in two regions. Our classes are reserved on a first-come first-served basis. If you find that you are unable to attend, please let us know as we often have a waiting list if the course is full. We reserve the right to charge your city or town a fee of \$50.00 if you sign up and fail to notify us of your inability to attend.

Property Valuation & Review (PVR) also partners with organizations such as the Vermont Assessors and Listers Association (VALA), the Vermont League of Cities and Towns (VLCT), and the New England Municipal Resource Center (NEMRC) to directly sponsor events to reduce, and in some cases eliminate, training charges for listers and assessors. This includes VALA trainings, VLCT workshops, International Association of Assessing Officers (IAAO) courses, workshops, and NEMRC trainings.

Training for municipal listers and assessors that is not PVR sponsored, is related to assessment and in addition, certain expenses related to that training **may** be reimbursed through the grant application process. 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.

[About the Program](#)

[State-Sponsored Course List](#)
[Course Funding](#)

Help Desk & DA numbers

PVR GENERAL HELP LINE	(802) 828-5860
IT HELP DESK	(802) 828-6844
DISTRICT ADVISOR HELP LINE	(802) 828-6887

District Advisors & Their Towns

Barb Schlesinger	(802) 369-9081	Deanna Robitaille	(802) 323-3411
Chris Landin	(802) 449-7006	Nancy Merrill (coverage for Roger Kilbourn)	(802) 522-0199
Christie Wright	(802) 855-3897	Nahoami Sainz	(802) 828-6867
Cy Bailey	(802) 233-3841	Teri Gildersleeve	(802) 855-3917

Online Resources

Appeal Process

<https://www.vlct.org/resource/bca-deadlines-tax-assessment-appeal-process>

Assessment Toolbox

<http://tax.vermont.gov/municipal-officials/listers-and-assessors/assessing-property>

Assessing & Allocating Current Use Property

<http://tax.vermont.gov/municipal-officials/listers-and-assessors/assessing-property/current-use>

Documents & Forms

<http://tax.vermont.gov/tax-forms-and-publications/municipal-officials>

Lister Handbook

<http://tax.vermont.gov/sites/tax/files/documents/Lister%20Handbook%202017.pdf>

Lister Task List

http://tax.vermont.gov/sites/tax/files/documents/lister_calendar.pdf

myVTax and eCuse

<http://tax.vermont.gov/municipal-officials/online-tools>