

Reappraisal/Update Agreement

This agreement is made between the Town of Charlotte, located in Chittenden County in the State of Vermont, hereafter designated as the "Town", and NEMRC, for the completion of assessment services of all real property in the Town of Charlotte.

I. Description of Work:

A. Scope:

NEMRC will assist the Charlotte Listers with the update/assessment of all real property in Charlotte.

The scope of the assessment services includes:

- a. New residential and commercial property inspections.
- b. Inspect and assess parcels with permits for additions and changes.
- c. Supervise in-house computer system valuation.
- d. Input new residential cost tables.
- e. Input new land and lakefront schedules.
- f. Input update depreciation tables.
- g. Complete field review of all parcels.
- h. Hear and assist Listers with annual Grievances.
- h. Assist Listers with preparation for BCA hearings as necessary.

NEMRC will provide experienced appraiser/assessor personnel to provide appraisal services.

B. Office:

The Town of Charlotte will provide office space. This office will include reasonable workspace, phone and modem access, filing cabinets, and copies of records. The Town will provide lister/administrative services such as providing information, answering basic taxpayer questions, completing ongoing downloads from the State, basic data entry of transfers, etc.

C. Timeline:

The agreement will be for twelve months starting in July 2015.

II. Cost of Assessment Services:

The total cost of the assessment services completed by NEMRC appraisal staff will be \$30,000. This includes inspections of permitted (or improved) properties, office support, data entry, sales analysis and system support of the computer assisted mass appraisal system, and formal grievance. BCA hearings and beyond will be billed at \$75 per hour for appraiser level services and \$125 per hour for Senior Appraiser services.

Payment Schedule

Payment will be billed at a monthly rate of \$2,500 per month for a period of twelve months beginning July 2015.

A. Expenses Allocated to the Town of Charlotte

The Town of Charlotte will be responsible for the expenses and salaries of the Town officials during the time of this agreement.

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.

It is agreed that nothing herein shall be construed to make NEMRC or any staff person an employee of the Town of Charlotte, that it is understood NEMRC is an independent contractor.

III Agreement

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

NEMRC

Town of Charlotte
