

To: Town of Bristol Administrator

This proposal is made to the Town of Bristol, hereafter designated as the "Town", by Real Capital Consulting, Inc, hereafter designated as the "Company" for assisting with the annual maintenance of the Town's grandlist.

Scope:

- Supervise, provide direction to, and assign tasks to the elected Listers
- Determine assessments and statutory and voted exemptions
- Oversee preparation of the Grand List in accordance with dates and deadlines specified by the State of Vermont
- Ensure that all required State reports are completed and delivered to the State in a timely manner
- Conduct site inspections and data collection
- Create or update sketches of structures
- Process property transfers in NEMRC Parcel Maintenance
- Maintain parcels for changes and create new parcels in NEMRC after subdivisions
- Maintain a list of tax map changes for updates
- Annually update utility inventories and valuations
- Identify errors and omissions and prepare annual certification
- Assist and provide information to taxpayers and others regarding property assessments
- Attend grievance hearings, hearings before the Board of Civil Authority, the State Board, and Superior Court
- Work closely with the District Advisor from the Vermont Department of Taxes
- Process Sales Verifications through VTPIE
- Process Current Use changes and withdrawals
- Download, review and process Homestead files
- Conduct the Equalization Review
- Direct the Town Clerk and/or Listers in posting notices and sending valuation change notices
- Attend Listers and Selectboard meetings, as necessary
- Submit detailed invoice monthly
- Work with Listers to develop Standard Operating Procedure document, including allocation of tasks between Company and Listers

Terms:

- \$67.50/hour, payable monthly
- Mileage within the Town boundaries for assessing services will be charged at IRS rate additional to hourly rate
- Company may utilize its employees and/or contractors for work performed
- Town would cover prorated charge for training specific to State mandated procedural changes
- Town would note its relationship with the Company on Town's website
- Town would utilize systems and file organization to facilitate remote work
- Electronic filing will take precedence over paper filing
- Town would provide all necessary software subscriptions, data storage/backup and office/ mailing supplies
- Town would indemnify Company of liability resulting from litigation brought by landowners related to assessing
- Company will be insured for general business and employment liability
- Contract renews automatically unless either party gives 90 day notice
- Annual increases commensurate with CPI, capped at 5%