

TOWN OF HIGHGATE

P.O. Box 189, 2996 VT Route 78, Highgate, VT 05459

Request for Proposal

Assessor Services of all Real Property in the Town of Highgate

The Town of Highgate is requesting proposals for Complete Assessor Services for all Real Property in the Town of Highgate for an initial term of one year, with subsequent renewal upon the agreement of both parties. Services will include, but not be limited to:

- Full Assessment Services including:
 - permits and valuation services
 - process assessment of all properties for Grand List
 - Review and process all building and zoning permits
 - Inspect & process permits for new builds, additions and changes
 - Inspect & process re-inspection of permits for incomplete properties
 - Property data entry, pictures & sketching
 - Valuation of exempt properties
 - Current Use: Valuation, Withdrawal Evaluation, Grievance Hearings
- Complete Current Use calculations
- Work with PVR on Equalization issues
- Complete grievance and BCA hearings
- State level or court hearings participation
- Complete Lister type functions on a bi-weekly basis
- Complete Lister reappraisal functions on a bi-weekly basis
- Appraisal inspections and valuation as needed
- Provide Assistance to administrative functions:
 - Office Support

- Data Entry
- Sales Analysis
- System support of computer-assisted mass appraisal system
- Digital pictures
- Formal Grievance
- Supervise Grand List Utilization, APEX Utilization & CAMA Utilization
- Process Property Transfers, Name and Address Changes, HS-122 downloads, Current Use downloads, Grievance Notifications & Veteran Exemptions
- Process sales verifications
- Equalization Review
- Generate Grand List
- Generate and file PRC and Cost Reports
- Review Real Estate data
- 411 Reporting
- Prepare transfers for mappers
- Prepare mylars for mappers
- Generate e911 numbers

This position will abide by the Lister Calendar per Vermont Department of Taxes. For full transparency, all records must be available to residents and providing answers for resident questions will also be a requirement of this position. Private office space is available at the Highgate Municipal Office.

All Proposals are due by February 1st, 2024 at 4:00pm either by mailing to: Town of Highgate, P.O. Box 189, Highgate, VT 05459 or via the secure dropbox at the rear of the municipal building at 2996 VT Route 78, Highgate, VT 05459.