

CONTRACT FOR ASSESSING SERVICES TOWN OF LIMERICK, MAINE

The Town of Limerick, Maine, a municipal corporation in York County, State of Maine, hereinafter called the Town, agrees to have certain assessing services provided according to the terms stated below.

The Town agrees to pay John E. O'Donnell & Associates, as an independent contractor and not as an employee, for said services as follows: A sum of \$26,000 for assessing services, a sum of \$1,500 for assessing software updates and support and a sum of \$2,000 for online assessing information for services rendered between January 1, 2018 and December 31, 2018. Payments to be paid in quarterly installments of \$7,375 each, in the months of February 2018, May 2018, August 2018 and November 2018.

The total assessing services will be **\$29,500**.

The Town agrees to provide the Company with monthly building permits, monthly listings of property transfers and declarations, access to all current assessing records, property cards, tax maps, and any other materials essential to the performance of the services. The Town will prepare and produce tax bills. The Town has final authority when issuing tax bills.

The Company will perform the following services:

Tax Assessing

- ♦ **Schedule two days per month for office presence.** The first day will be the project manager to meet with the assessing clerk and one of the selectmen assessors to review/discuss assessing issues and to meet with taxpayers requesting an audience with the assessor's agent. The second day will be focused on meeting with the assessing clerk to maintain efficient workflow and to meet with taxpayers requesting an audience with the assessor's agent. Either day may include visiting properties with any or all of the prior mentioned individuals
- ♦ Perform field inspections on properties that have been either A: issued a building permit between April 1, 2017 and March 31, 2018 or B: considered unfinished construction as of April 1, 2017, or C: identified by the Assessors or Assessors' Agent as needing a field review. The field inspections are intended to verify and/or correct the physical descriptions on the existing property record cards.
- ♦ Conduct Sales Ratio Studies
- ♦ Analyze results of studies to measure equity of current assessments
- ♦ Answer questions from and provide advice to the Board of Assessors on matters involving the assessing function
- ♦ Make recommendations to Assessors on ways to improve equity of assessments
- ♦ Review and make recommendations to the Assessors on abatement requests
- ♦ Represent the Town on abatement appeals to the York County Commissioners Note: Representation of the Town on any appeal to a level higher than the York County Commissioners, e.g., State Board of Property Tax Review or Maine Superior Court, will result in additional charges to the Town for preparation and defense of the valuation appeal.
- ♦ Work in cooperation and advise the Board of Assessors and Assessing Office Clerk to maintain standard operating procedures for the Assessing Office
- ♦ Establish land valuations for new lots and reprice existing lots that have changed on the maps
- ♦ Meet with Assessors to discuss overlay, appropriation, commitment and set tax rate
- ♦ Complete the Municipal Valuation Return for submittal to the Bureau of Taxation by November 1st
- ♦ Calculate and assess tree growth withdrawal penalties
- ♦ Assist with all reimbursement applications (i.e. BETR 801, Homestead, etal.)
- ♦ Maintain the Company's assessing software and provide support to Town staffs' use of assessing software.
- ♦ Complete the Tree Growth Survey for the Dept. of Conservation

Online Assessing information

- ♦ Maintain assessment database information on Company website, www.jeodonnell.com
- ♦ Update names and addresses, utilizing data from Town's Trio tax billing database
- ♦ Update valuation information, from assessment database, annually.

The Company will assist the Assessing Office staff in performing the following tasks, when necessary:



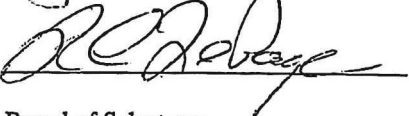
- ♦ Complete the Turnaround Document for submittal to the Bureau of Taxation when they require it
- ♦ Produce new property cards for new properties
- ♦ Organize and record all pertinent ownership, address, and/or valuation changes

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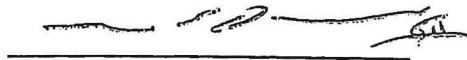
INSURANCE:

The company shall carry and maintain in force public liability and workmen's compensation insurance, and shall save the Town of Limerick and its officers harmless from all claims, demands, payments, suits, actions, recoveries and judgments of every kind and description brought or recovered against it by reason of an act or omission of said contractor, his agents or employees, in the execution of the work, including claims relating to labor and materials, patent rights and copyrights used in performing the work. The company's public liability insurance shall provide comprehensive coverage against claims for personal injury, death or property damage. Liability limits shall not be less than the limits established in the Maine Tort Claims Act, 14 MRSA §8101 (1977). The Maine Tort Claims Act presently limits damages to \$400,000 for any and all claims arising out a single occurrence. To the extent permitted by law, all such insurance provided by the contractor shall be carried in favor of the municipality and its officers, employees and agents as well as in favor of the company. The company shall not deny liability because of any legal defense to which the municipality is entitled by reason of being a municipality. All certificates of insurance showing policies covering insurance herein required shall be filed with the municipal officers them prior to the commencement of any work under the project.

In witness whereof the duly authorized representatives of the Town and Company have set their hands this 8th Jan 2018.

Board of Selectmen
Town of Limerick


John E. O'Donnell III, President
John E. O'Donnell & Associates, Inc