

**Town of Isle La Motte
P.O. Box 250
Isle La Motte m Vt. 05463
1-802-928-3434**

To Whom It May Concern,

RFP for a Reappraisal of the Town of Isle La Motte for the 2025 Grand List

The Town of Isle La Motte is soliciting bids for a complete Town wide reappraisal to begin by February 1, 2024, and a proposed completion of no later than May 1, 2025. The new abstract grand list shall be lodged on or before June 4, 2025. This will allow for public hearings, Lister grievance and BCA hearings. If there are appeals to the State Appraiser or Supreme Court, those grievances will not be included in the June 4, 2025, deadline.

The last Town wide reappraisal was completed in 2018. The reappraisal shall include all real and land properties excepting the units located in the three campgrounds, these will be done by the Listers. Please see the attached copy of Page 1 of the 411 Grand List value summaries.

Isle La Motte is located in Grand Isle County. The main highway system through Isle La Motte is Rte. 129. The population of Isle La Motte is 489. Isle La Motte is a small island measuring 2 miles by 7 miles. It has a total of 882 parcels, 864 of which are taxable. The Grand List value is \$1,303,159.78. The CLA is 75,48% and the COD is 23.37% as of June 2023.

Please contact the Isle La Motte Listers for the RFP proposal. If you have any questions, please email the listers at ilmliester@gmail.com. You may also call 1-802-928-3434 with questions or concerns. Please allow 24 hours for any responses to emails or phone calls.

Your completed bid must be in a sealed envelope addressed to the Chair of the Isle La Motte Select Board, P.O. Box 250, Isle La Motte, Vt. 05463. Your bid must be in the hands of the Isle La Motte Town Clerk no later than 3:00 p.m. December 20, 2023. Bids will be opened that night December 20, 2023, at the 6:00 p.m. Select Board Meeting.

Sincerely,
Isle La Motte Select Board

Mary-Catherine Graziano,

Cary Sandvig

Description of Proposal

The Town of Isle La Motte is requesting bids for a complete reappraisal from a qualified, licensed reappraisal contractors to work with the Isle La Motte Listers to complete a town wide reappraisal that will become part of the grant list for Isle La Motte as of April 1, 2025, that will be lodged in the abstract Grand List on or before June 4, 2025.

Project Purpose & Objectives

The objective of this reappraisal is to generate accurate, defensible estimates of the fair market value for every parcel in Isle La Motte, Vt. As of April 1, 2025. In addition, the estimates shall be integrated into the NEMRC/ VTPIE Microsolve Cama system so that future construction, subdivisions, and changes to existing properties may be valued using the same formulas.

Town Profile

The Town of Isle La Motte is located in Grand Isle County, just south of Alburgh Vt. And is 16.7 square miles in size and has 489 residents, The taxable properties in Isle La Motte are 864, non- taxable is 18. (Please see attached 411 for breakdown). The last full reappraisal was completed in 2018.

We are currently using NEMRC Microsolve (CAMA) in tandem with the NEMRC grand list module and continuing using the most current version of the Apex sketching program, VTPIE may be started per State requirements. Tax Maps are current and will be available for the successful bidder. As up to date sales study can be provided.

Submission Requirements

The proposal shall include the following:

- **Scope of Services**
- **Professional qualifications and names of the principals of the firm.**
- **The qualifications of the project manager and key staff assigned to the project.**
- **Description of quality control and testing of results.**
- **The cost proposal.**
- **Schedule of work by task.**
- **Documentation of Insurance Coverage.**
- **List of municipal reappraisals currently underway or completed within the last three years, including client contacts and references.**
- **Perform a complete reappraisal consistent with PVR requirements for a complete/full reappraisal.**
- **Verify and correct the Isle La motte current parcel information, including interior inspections using current lister cards and verify each entry by visually reviewing all**

parcels by on site visit. Performing new measurements, new sketches when needed due to corrections or sketches were not available. New photos are required for each, and the size shall be at least 8 x 10. Photos of each property front and rear, and all outbuildings if possible.

- Insert all current data in the NEMRC, Microsolve database.
- Create and implement new models in the CAMA for cost, depreciation, sales comparison, MRA income and any other applicable valuation methods.
- The appraiser shall analyze 3 years of sales and verify the sales and make corrections as needed for all types of real property in Isle La Motte.
- Develop new land schedules that consider neighborhood, land size, grade of property. When in doubt, deeds should be used for further updates. Highest and best use must be considered and all current Act 68 laws as well. Lake frontage will continue to be assessed by front footage.
- All site improvements shall be reviewed for each parcel. Separate deeded lots and multiple dwellings on lot shall be noted.
- Measure all physical improvements and list interior and exterior construction details. Quality of construction, age, effective age, and condition shall be noted for each parcel. Areas above or below the first floor shall be measured.
- Work with Listers to create the official notification to every taxpayers showing the new values. The Town of Isle La Motte will be responsible for the costs and the mailing of the booklet.
- The appraiser will be responsible to defend adjusted or new values at grievance hearing, public meeting, BCA hearing, State Board of Appraiser and Supreme Court if necessary.
- Produce manuals clearly explaining the valuation methods and the data and the process that was used to create the new values. The new values must be in compliance with all applicable state statutes and laws, as well as follow all property policies adopted in 2018 by the Listers (see attached).
- In summation, the selected appraiser's responsibilities will include a thorough analysis of local real estate market conditions and review the existing CAMA data leading to the development and implementation of estimating the fair market value of all market taxable property in Isle La Motte.
- We expect at least 3 attempts for entry into each dwelling for accurate assessments. The Listers will assist with appointments for entry when needed. A notice of a visit will always be left in the door or taped to the door so that the taxpayer knows that we need to meet with them for the new appraisal. ALWAYS DATE THE NOTICE.
- The final product will be the 2025 change of Assessment notices, updates to the CAMA software being provided herein that affect the new land schedules, updated costs, income and market models and the successful completion of appeals.
- The documentation produced for this project shall include a new land valuation manual that includes neighborhood description and mapped current boundaries, land schedules, descriptions of adjustments, a copy of the sales file and adjustments made to create the project, copies of any other manuals, tables or reference materials developed or used during this project.

- All materials related to this project shall become the property of Isle La Motte, Vt. 05463. All data collection sheets, schedules, photos, Apex sketches or hand drawn, et al produced in the update will become the property of Isle La Motte, Vt. 05463. Black boxes are to be additionally distributed to PVR and NEMRC for safe keeping.

Lister Involvement

- The Isle La Motte Board of Listers will take an active role in assisting in the selection process for the successful bidder.
- The Isle La Motte Board of Listers will work with the successful bidder when feasible, and ride with the data collectors.
- The appraiser will meet with the Listers from the onset for input as to neighborhoods, areas of growth, new subdivisions. As mentioned previously, Listers will accompany the appraiser when feasible on inspections.

Your completed bid must be in a sealed envelope addressed to the Chair of the Isle La Motte Select Board, P.O. Box 250, Isle La Motte, Vt. 05463. Your bid must be in the hands of the Isle La Motte Town Clerk no later than 3:00 p.m. December 20, 2023. Bids will be opened December 20, 2023, by the Isle La Motte Select Board. The Isle La Motte Select Board reserves the right to accept or reject any or all bids. Please submit complete proposals in a sealed envelope marked "2025 Isle La Motte Reappraisal" and address to:

**Town of Isle La Motte
Isle La Motte Select Board
P.O. Box 250
Isle La Motte, Vt. 05463**

Any proposal that was received, the results of the bids will be mailed to the bidder requesting that information. This must be requested within 48 hours of the bid opening. Any questions please call 1-802-928-3434 or email ilmlisters@gmail.com

(Taxable properties only - State and Non-tax status properties are not listed below)

REAL ESTATE Category/Code	Parcel Count	Municipal Listed Value	Homestead Ed Listed Value	Nonhmstd Ed. Listed Value	Total Education Listed Value
Residential I R1	129	27,160,500	0	27,160,500	27,160,500
Residential II R2	43	12,567,300	0	12,567,300	12,567,300
Mobile Homes-U MHU	318	5,698,400	0	5,698,400	5,698,400
Mobile Homes-L MHL	43	4,855,500	0	4,855,500	4,855,500
Seasonal I S1	35	6,191,800	0	6,191,800	6,191,800
Seasonal II S2	6	2,394,800	0	2,394,800	2,394,800
Commercial C	16	5,897,000	0	5,897,000	5,897,000
Commercial Apts CA	0	0	0	0	0
Industrial I	1	175,000	0	175,000	175,000
Utilities-E UE	1	1,551,300	0	1,551,300	1,551,300
Utilities-O UO	0	0	0	0	0
Farm F	3	917,700	0	917,700	917,700
Other O	208	62,190,500	0	62,190,500	62,190,500
Woodland W	0	0	0	0	0
Miscellaneous M	61	3,903,800	0	3,903,800	3,903,800
TOTAL LISTED REAL	864	133,503,600	0	133,503,600	133,503,600
P.P. Cable	0	0		0	0
P.P. Equipment	0	0			
P.P. Inventory	0	0			
TOTAL LISTED P.P.	0	0		0	0
TOTAL LISTED VALUE		133,503,600	0	133,503,600	133,503,600
EXEMPTIONS					
Veterans 10K	6/6	60,000	0	60,000	60,000
Veterans >10K		180,000			
Total Veterans		240,000	0	60,000	60,000
P.P. Contracts	0	0			
Contract Apprv VEPC	0/0	0	0	0	0
Grandfathered	1/1	173,000	0	173,000	173,000
Non-Apprv(voted)	1/1	54,000			
Owner Pays Ed Tax	0/0	0			
Total Contracts	2/2	227,000	0	173,000	173,000
FarmStab Apprv VEPC	0/0	0	0	0	0
Farm Grandfathered	0/0	0	0	0	0
Non-Apprv(voted)	0/0	0			
Owner Pays Ed Tax	0/0	0			
Total FarmStabContr	0/0	0	0	0	0
Current Use	0/0	0	0	0	0
Special Exemptions	0		0	0	0
Partial Statutory	0/0	0	0	0	0
Sub-total Exemptions		467,000	0	233,000	233,000
Total Exemptions		467,000	0	233,000	233,000
TOTAL MUNICIPAL GRAND LIST		1,330,366.00			
TOTAL EDUCATION GRAND LIST			0.00	1,332,706.00	1,332,706.00
NON-TAX	20	NON-TAX PARCELS ARE NOT INCLUDED ON THE 411			

(Taxable properties only - State and Non-tax status properties are not listed below)

REAL ESTATE Category/Code	Parcel Count	Municipal Listed Value	Homestead Ed Listed Value	Nonhmstd Ed. Listed Value	Total Education Listed Value
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Status on Personal Property

1) Has inventory been exempted by vote of town/city? Yes ___ No XX

2) Has machinery and equipment been exempted by vote of your town/city? Yes ___ No XX

3) If yes for #2, what portion is now exempt? (include percentage) _____

4) If no for #2, please indicate below how your town/city is assessing business personal property (Place "X" by option used)
a) at fair market value XX b) at depreciated value _____

Summary of Adjustments to Taxable Values (Local Agreements Etc.)

Approved (VEPC) Contracts/Exemptions	0
Grandfathered Contracts/Exemptions	173,000
Non-Approved (Voted) Contracts/Exemptions	54,000
Homestead Non-Approved (Voted) Contracts/Exemptions	0
Nonhmstd Non-Approved (Voted) Contracts/Exemptions	54,000
Municipal Contracts (Owner Pays Ed Tax)	0
Special Exemptions	0
Current Use (Use Value Appraisal Program)	0
Veteran Exemptions	60,000
Homestead Veteran Exemptions beyond 10K	0
Nonhmstd Veteran Exemptions beyond 10K	180,000
Partial Statutory Exemptions	0

11/16/2023
09:15 am

Town of Isle La Motte Grand List
CONTRACTS - (Town code: 318)
Main District: Listed By Type and Date Voted

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Clerk

DATE VOTED	PARCEL ID	NAME	CAT. CODE	BEGINNING DATE	ENDING DATE	STATUTE CODE TITLE	VALUE BEFORE EXEMPTION	CONTRACT AMOUNT	ASSMT LESS CONTRACT
03/07/18	10411. 318-100-10411	ISLE LA MOTTE VOL FIRE CO	C	03/07/18	03/07/23	3840;54	173,000 Nonhomestead	173,000 173,000	0 0
Grandfathered Contracts/Exemptions								173,000	
03/07/18	10571. 318-100-10571	MASONIC TEMPLE	C	03/07/18	03/07/23	3840	54,000 Nonhomestead	54,000 54,000	0 0
Non-Approved (Voted) Contracts/Exemptions								54,000	

STATUTE

The real property parcels listed below are exempt from the property tax under Vermont law. These parcels are included in the grand list book in accord with 32 VSA section 41.52 and subject to parcel payments under 32 VSA section 4041a. Payment can only be issues if complete and accurate information is provided. Do not include parcels subject to local agreements.

OWNER NAME	PARCEL ID	CATEGORY	PROPERTY DESCRIPTION	LOCATION	VALUE ESTIMATE
ISLE LA MOTTE HISTORICAL SOCIETY	10407.	C			128,600
	6) 32 VSA § 3800(a)	27 VSA § 1151(3)			
ISLE LA MOTTE TOWN OF	10405.	M			21,600
	14) 32 VSA § 3802(7)	18 VSA §5317			
ISLE LA MOTTE TOWN OF	10408.	C			82,600
	11) 22 VSA § 109: 32	VSA § 3802(4): 3800			
ISLE LA MOTTE TOWN OF	10409.	C			139,400
	8) 32 VSA § 5401(10)	(F)			
ISLE LA MOTTE TOWN OF	10821.	C			107,900
	8) 32 VSA § 5401(10)	(F)			
ISLE LA MOTTE TOWN OF	10822.	O			212,400
	8) 32 VSA § 5401(10)	(F)			
ISLE LA MOTTE TOWN OF	10963.	O	MINISTERIAL LOT		309,900
	8) 32 VSA § 5401(10)	(F)			
ISLE LA MOTTE TOWN OF	11000.	M			95,700
	8) 32 VSA § 5401(10)	(F)			
ISLE LA MOTTE TOWN OF	11017.	M			17,100
	14) 32 VSA § 3802(7)	18 VSA §5317			
ISLE LA MOTTE TOWN OF	11034.	O	02-03-045		29,000
	8) 32 VSA § 5401(10)	(F)			
ISLE LA MOTTE TOWN OF	11063.	M	BY THE BRIDGE		64,000
	8) 32 VSA § 5401(10)	(F)			
ISLE LA MOTTE TOWN SCHOOL DISTRICT	10823.	C			957,000
	10) 32 VSA § 3802(4)	3800(b)			
OUR LADY OF THE LAKE PARISH CHARITA	10778.	C			226,300
	9) 32 VSA § 3802(4):	3832(2)			
ROMAN CATHOLIC DIOCESE	10776.	C			2,214,700
	9) 32 VSA § 3802(4):	3832(2)			
SAINTE JOSEPH PARISH CHARITABLE TRUS	10777.	C			35,500
	14) 32 VSA § 3802(7)	18 VSA §5317			
TOWN OF ISLE LAMOTTE	11146.	M	MAIN ST		2,700
	8) 32 VSA § 5401(10)	(F)			
UNITED METHODIST CHURCH	10833.	C			205,800
	9) 32 VSA § 3802(4):	3832(2)			
UNITED STATES OF AMERICA	11377.	M			100,200
	1) 32 VSA § 3802(1)				

TOTAL NUMBER OF EXEMPT PARCELS: 18

We certify that the foregoing is a true abstract of the grand list of _____ for the year _____.
Given under our hands at _____ on this _____ day of _____ in the year _____.

LISTERS

I hereby certify that I have examined the grand list for the year _____ now on file and hereby certify this abstract in
accord with 32 V.S.A. 4183.

Attest _____ TOWN CLERK
Date: _____

Section 5404(b) of Title 32 of the V.S.A. requires the following.

The clerk of a municipality, or the supervisor of an unorganized town or gore, annually
by August 15 shall transmit to the director, in electronic format prescribed by the
director, education and munici grand list data, including exemption information and grand
list abstracts.

If changes or additions to the grand list are made by the listers or other officials
authorized to do so after the transmission of the electronic grand list and abstract of
the grand list, such clerks shall forthwith certify the same to the director by
transmitting an updated electronic grand list book and electronic abstract of the grand
list.