

**TOWN OF NORTHPORT  
ASSESSING SPECIFICATIONS  
2024-2026**

**Scope of Services:**

1. Perform field work and update property record cards for all new construction, reconstruction, and demolition of residential, commercial, industrial, and personal property that has occurred in the Town of Northport since the previous April 1st and has not previously been assessed.
2. To be available a minimum of two (2) days each month (on average), at the Northport Town Office, to update property records and meet with Northport property owners. A day of service is defined as business hours of the Town Office, 8:00a.m.–4:00p.m. (or similar), per agent per day.
3. Other undesignated days will be spent at the Town Office to perform all necessary assessing functions in a timely manner. More time could be spent following commitment and before bill due dates.
4. Process all deeds and determine straight transfers or lot splits.
5. Process straight transfers by confirming ownership of lot(s) being transferred, and then updating record(s) in TRIO software program. Make all data entries to complete ownership transfer. Remove any exemptions if warranted.
6. Process lot splits by creating new record cards for all new lots. Make necessary valuation changes in TRIO. Remove any exemptions if warranted.
7. Draft, to scale, all land splits, subdivisions, and map corrections onto the Town's working tax maps.
8. Complete tax map changes by June 30 of each year.
9. Deliver updated tax maps to Global Information Systems LLC once the tax commitment is complete.
10. Use existing land and building schedules for calculating property values in Northport in accordance with the laws and rules of the State of Maine.
11. Monitor Tree Growth, Farmland, and Open Space for land use changes, (sales, transfers, etc.) for possible violations and calculate necessary removal penalties.
12. Process all new tax exemptions including but not limited to Homestead, Veteran, and Blind exemptions.
13. Process all new Tree Growth, Farmland, and Open Space applications.
14. Monitor properties currently in Tree Growth and notify taxpayers of the requirements to remain in the program.
15. Process all annual Business Equipment Tax Exemption (BETE) and Business Equipment Tax Reimbursement (BETR) applications.
16. Process annual Homestead Exemption Reimbursement applications in a timely manner.
17. Prepare for the Select Board's review and approval all correspondence with the Bureau of Taxation, including but not limited to the Municipal Valuation Return , Sales Ratio Study, and reviews of sales samples to exclude non-arms-length transactions, as well as the preliminary State Valuation.
18. Process annual sales ratio study and Municipal Valuation Return in a timely manner.
19. Process annual Forestry Report in a timely manner.

20. Assist the Town in determining the mil rate and prepare the Town's real estate program (TRIO) for the mil rate, tax commitment, and tax billing to be completed no later than the second Select Board meeting in July of each year. (Actual billing will be done by the Town.)
21. Complete the spring work by June 30 of each year.
22. Provide photographs of properties during the annual quarter review and spring work, and upload those photographs to TRIO.
23. Perform annual Quarter Review project:
  - a. Perform annual on-site review of 25% of the developed parcels in Northport.
  - b. Review and update, as necessary, the record to correct any inaccuracies.
  - c. As part of this review, changes as the result of these reviews will be reflected in the following year's tax bill.
  - d. As part of this review, supply Town with a report including a list of all properties with changes and a valuation increase total.
24. Perform assessing functions that cannot be performed by the Northport Office Staff.
25. Communicate regularly with the Select Board with regard to any information needed to make informed decisions about the municipality's assessing policies and practices.
26. Defend any municipal assessment before the local Board of Appeals (the County Commissioners), State Board of Property Tax Review, or any court of competent jurisdiction.
27. Perform any standard and necessary function of an assessing agent that may be reasonably required.
28. Perform this work as an independent contractor, not an employee of the Town of Northport.
29. Provide and maintain Comprehensive General Liability Insurance as follows:
 

a. Bodily Injury	\$2,000,000.00/occurrence.
b. Property Damage	\$500,000.00/occurrence.
c. General Aggregate	\$4,000,000.00/occurrence.
d. Products	\$4,000,000.00/occurrence.
e. Hired Non-Owned Auto Coverage	\$2,000,000.00/occurrence.
f. Worker's Compensation	Statutory limits
30. Provide Town with a certificate of insurance demonstrating these coverages.
31. Provide valuable papers insurance with limits of \$40,000.00.
32. This is a two year contract to run July 1, 2024 – June 30, 2026.

Sealed bids must be marked "Assessing Services" and received in the Town Office, 16 Beech Hill Road, Northport, ME, 04849, by NOON on Friday, February 23, 2024, and will be reviewed for completeness only. The bid will be awarded at the Select Board meeting on Monday, February 26, 2024, after 6:15 pm at the Town Office. The Select Board reserves the right to waive informalities and technicalities; to accept or reject any part of, or all of, each bid proposal; to negotiate a revised Scope of Services and/or fee, and to accept a proposal which the Town, in its sole, exclusive judgment, deems to be in the best interest of the Town. Please contact Town Administrator James Kossuth at 338-3819 x6 or [administrator@northportmaine.org](mailto:administrator@northportmaine.org) with any questions.