

# **Request for Proposals**

## **Town of Westport Island Assessors Agent Position**

The municipal officers of the Town of Westport Island are accepting proposals from any Certified Maine Assessor who wishes to perform services for the Town as an Assessors Agent. The Assessors Agent has the following duties:

- Perform the field work and update the property assessment cards for all new construction, placement, reconstruction, and demolition that has occurred in the Town of Westport Island since April 1, 2024 and has not previously been assessed.
- Enter the required assessment information into the Town's TRIO computer system.
- Review the existing land and building assessment schedules that are used for calculating property values and make recommendations to the Board of Assessors.
- Perform analyses of recent sales that are identified as arms-length transactions at fair market value to guide land and building schedule adjustments.
- Recommend the factoring required of all current property assessments in accordance with adjustment ratios appropriate to various property classes for the purpose of keeping the municipality's current assessment ratio close to 100%.
- Prepare for the Board of Assessors' review and approval all correspondence with Maine Revenue Services, including but not limited to Municipal Valuation Returns, reviews of sales samples to exclude non-arms-length transactions, correspondence regarding the preliminary state valuation, etc.
- Appeal the municipality's state valuation when the Board of Assessors deem such an appeal to be warranted.
- Regularly and openly communicate with the Board of Assessors with regard to any information that the Board may need for them to make informed decisions about the municipality's assessing policies and practices.
- Provide assistance to the Town Treasurer/Tax Collector and Board of Assessors in the preparation of the annual Commitment.
- Defend any municipal assessment before the Board of Assessors, County Commissioners, State Board of Property Tax Review, or any court of competent jurisdiction.
- Maintain the town's property tax maps, recording land splits and annually reporting map/lot changes to CAI, the host of the Town's online tax maps.
- To perform any standard and necessary function of an assessing agent that may be reasonably required by the Board of Assessors or municipal officers of the Town.

These duties shall be performed as an independent contractor and not as an employee of the Town of Westport Island.

Proposals submitted pursuant to this request must be received by 6 PM, May 6, shall be in writing, and clearly state the charges for performing the above-listed functions for the 12 months of the fiscal year beginning July 1, 2024. Proof of Certification as a Maine Assessor should be included. Any questions regarding this competition should be directed to Jeff Tarbox, Chair of the Board of Assessors, at [2ndselectman@westportisland.gov](mailto:2ndselectman@westportisland.gov) or call 207-776-2015.

All proposals will be marked "Assessor's Agent RFP" and shall be addressed to:

Town Clerk, Town of Westport Island  
6 Fowles Point Rd  
Westport Island, ME 04578

The municipal officers of the Town of Westport Island will open and review all proposals submitted at the regularly scheduled meeting of the board on May 6, 2024, at 7 PM. For any further information regarding this Request for Proposals, or for an opportunity to review the existing town property cards or assessing schedule, please contact the Town Clerk at 207-882-8477 ext. 3, or visit during normal business hours, Tuesday, Wednesday and Thursday. The municipal officers appreciate your attention to this invitation.

## Background

The Town of Westport Island is an island in the Sheepscot River, connected by a bridge to the Town of Wiscasset, in Lincoln County. The Town has an elected three member Select Board / Board of Assessors, supported by an Assessor's Agent who is a contracted Maine Certified Assessor. The last full revaluation was completed in 2015. The Town uses the TRIO municipal government software, and this system is utilized for the valuation of both real and personal estates. CAI's Axis GIS serves as the web host of Westport Island's tax maps and assessment data online, available on the town's website.

## Reference Information:

- i. The total land area of the Town is 14.24 square miles.
- ii. The population of the town was 719 in the 2020 census. There is a sizable increase in population in the summer, from summer residents returning to their summer homes.
- iii. In 2016 it was estimated that there were 544 single-family homes, about 90% of the housing stock. There were 9 multi-family dwellings, and 51 mobile homes. The number of single-family dwellings on the island has continued to increase.
- iv. There are currently 868 parcels of real estate.
- v. There remain many tracts of undeveloped land, including 24 parcels enrolled in the Tree Growth with 646 acres, 3 Farm parcels and 2 parcels in Open Space Current Use.
- vi. There are usually approximately 30 parcels with new building permits of some kind (e.g. new construction of homes, modifications of buildings, decks, piers, garages and outbuildings).
- vii. There are currently 10 personal property accounts, with no BETE accounts.
- viii. The Town's preliminary 2024 equalized State Valuation is \$337,055,745.