

## REGIONAL REVALUATION CONTRACT

This REGIONAL REVALUATION CONTRACT (the “Contract”) is made as of this \_\_\_ day of \_\_\_\_\_ (the “Effective Date”), is by and among the **Town of BROOKLYN, Town of CANTERBURY, Town of CHAPLIN, Town of EASTFORD, Town of GRISWOLD, Town of HAMPTON, Town of LISBON, Town of KILLINGLY, Town of PLAINFIELD, Town of POMFRET, Town of SPRAGUE, Town of UNION, and Town of WOODSTOCK**, each a municipal corporation (each is referred to as a “Participating Town” and together they are the “Participating Towns”), the **NORTHEASTERN CONNECTICUT COUNCIL of GOVERNMENTS**, a regional council of governments, having its principal place of business at 125 Putnam Pike, Dayville, CT 06241 (hereinafter referred to as “NECCOG”) and **VISION GOVERNMENT SOLUTIONS, INC.** a Massachusetts corporation, having its principal place of business in Massachusetts at 1 Cabot Road #100, Hudson, MA 01749 (hereinafter referred to as the “Contractor”). Other Participating Towns may be added to this Contract under the process described in Section 12 herein.

### **RECITALS**

WHEREAS, each Participating Town, through its respective Assessor, is required to undertake a reappraisal and revaluation of all real property located within the corporate limits of such Participating Town;

WHEREAS, the Participating Towns desire to contract together and to engage the Contractor to provide certain services related to the reappraisal and revaluation of all taxable real property in its respective Participating Town, all as more particularly provided for in this Contract;

WHEREAS, the Contractor shall assist the Assessor of each Participating Town in making such reappraisal and revaluation; and

WHEREAS, the Participating Towns have entered into an agreement with NECCOG regarding the services that NECCOG is to perform in connection with this Contract; and

NOW, THEREFORE, the Participating Towns, NECCOG and the Contractor, for consideration and under the conditions hereinafter set forth, hereby agree as follows:

### **SECTION 1. - BACKGROUND**

This Contract is being entered into pursuant to the authority in Section 2 of Public Act 09-60 codified as Section 12-62q of the Connecticut General Statutes (“Section 12-62q”), which provides that “any two or more towns may enter into an agreement, as provided in section 7-148cc, to establish a regional revaluation program. Towns participating in such an agreement shall provide for the revaluation of all parcels of real property encompassed within such towns at the same time and not less than once every five years, or shall annually revalue approximately one-fifth of all such parcels over a five-year period”.

Pursuant to Section 12-62q, any such agreement shall: (1) Establish or designate an entity, which may be a regional planning organization, as the coordinating agency for implementation of the regional revaluation program; (2) indicate how a revaluation company certified in accordance with section 12-2b of the general statutes will be hired and overseen by the Participating Towns or the coordinating agency; (3) include a revaluation schedule that lists any adjustments to the revaluation schedules for Participating Towns; (4) identify administrative and procedural processes that will be implemented by the Participating Towns to implement the program; and (5) estimate the projected savings resulting from a regional revaluation program. These items are described on Schedule A-1, attached hereto and made a part hereof.

As required by Section 12-62q, NECCOG, acting on behalf of the Participating Towns, submitted to the Secretary of the Office of Policy and Management proposed adjustments to the revaluation schedules for the Participating Towns for the Secretary's review and approval. As required by Section 12-62q, the Secretary of the Office of Policy and Management notified all Participating Towns of the approval of such proposed adjustments. The approved schedule for the revaluations is reflected in Schedule B, attached hereto and made a part hereof.

Each Participating Town, through its legislative process, has approved such Participating Town entering into this Contract as described in Section 7-148cc of the Connecticut General Statutes and detailed in Schedule A-2, attached hereto and made a part hereof.

## **SECTION 2. - TERM**

The term of this Contract shall be for a period of approximately five (5) years beginning no later than \_\_\_\_\_, and terminating on the date that the last appeal relating to the October 1, 2029 Grand List is resolved, after the October 1, 2029 Grand List has been completed for the Participating Towns (the "Term").

## **SECTION 3. - SCOPE OF WORK**

### **A. Work to be Done by the Contractor**

1. The Participating Towns hereby engage the Contractor for the purpose of making a reappraisal and revaluation of all real property in each of the Participating Towns, in accordance with the schedule in Schedule B, and the Contractor hereby agrees to assist the Assessor in each Participating Town in making that reappraisal and revaluation of all real property located within the corporate limits of such Participating Town and to perform all the services, duties and responsibilities and furnish all records, materials, forms, and supplies required by and in accordance with this Contract. All such labor, records, materials, forms and supplies shall be in compliance with the requirements of the applicable Connecticut General Statutes, all applicable Regulations of Connecticut State Agencies (the "Regulations"), pertinent rulings of the Secretary of the Office of Policy and Management and pertinent ordinances of the Participating Towns in effect as of the date of this Contract, as they may be amended and provided to the Contractor during the term of this Contract. All work to be done by the Contractor for a Participating Town shall be subject to the direct supervision and approval of the Assessor of such Participating Town.
2. The use of the term Participating Town in this Contract shall mean a Participating Town then performing its revaluation in accordance with Schedule B, unless stated otherwise. The use of the term "Assessor" in this Contract shall mean the Assessor of the Participating Town then performing its revaluation in accordance with Schedule B unless stated otherwise.
3. The Contractor agrees to perform its duties and responsibilities under this Contract in a prompt, diligent and professional manner and in accordance with all laws, statutes, ordinances, rules, regulations, orders or determinations of governmental authorities, applicable to the performance of the Contractor of its obligations under this Contract.
4. The values to be determined shall be the present true and actual value of each parcel of real property, as that term is used in Section 12-63 of the Connecticut General Statutes, and shall be based upon recognized methods of appraisal and shall conform to Uniform

Standards of Professional Appraisal Practices, as required by Connecticut General Statutes, for the licensing and certification of all individuals involved in the appraisal of real estate.

5. The revaluation project shall include all real property in each Participating Town, including all tax-exempt real property (land, buildings and improvements) and all public utility property and buildings. The revaluation project shall not include the valuation of personal property.
6. It is understood and agreed that the revaluation of properties covered by this Contract shall meet or exceed the standards as outlined in the Connecticut Performance Based Revaluation Testing Standards and Certification of Revaluation (Sections 12-62i-1 through 12-62i-8 of the Regulations of Connecticut State Agencies), shall be acceptable to the Assessor of each Participating Town and shall conform to the procedures and technical requirements of the Assessor of each Participating Town.
7. At least bi-weekly, the Contractor shall meet with the Assessor of each Participating Town during the period of such Participating Town's revaluation, as described in Schedule B, to discuss the progress and various other details of the project.
8. The effective date of this revaluation project for each Participating Town shall be as shown on Schedule B. All final values shall reflect THE FAIR MARKET VALUE as of the October 1 Grand List Date for each Participating Town which Grand List Date years are shown on Schedule B.
9. The Contractor shall perform the work in accordance with the timeline established in Schedule C, attached hereto and made a part hereof. The work plan, written progress reports, and meetings shall form the basis for management of the Project by the Assessor of each Participating Town.
10. The Contractor shall perform those tasks described in Schedule D, attached hereto and made a part hereof. Upon approval of the Assessor of the Participating Town then completing its revaluation, the completed appraisals will serve as the basis for assessments effective on the Grand List of October 1 of the revaluation year for the Participating Town as shown in Schedule B. Notwithstanding any dates mentioned in the revaluation schedule described in Schedule C, all information on property record cards and in the computer database shall reflect actual information as of the October 1 revaluation date.
11. Upon request of a Participating Town, the Contractor shall perform those tasks listed on Schedule E, attached hereto and made a part hereof, for additional fees, as described in Section 4.C hereof.
12. The Contractor shall use the software described on Schedule F, attached hereto and made a part hereof.

**B. Commencement and Completion Dates**

1. The Contractor agrees to commence the work for each Participating Town on the dates shown in Schedule C in the years shown on Schedule B.
2. The completion of all work of the Contractor for a Participating Town shall be when the duties of the Board of Assessment Appeals of such Participating Town are complete. The Contractor shall perform all services required prior to that date for the Participating Town.

3. The Contractor agrees to adhere to the time schedule for the revaluation project as set forth in the Schedule C, time being of the essence, which time schedule as to a Participating Town may be modified to allow extensions by the Assessor for that Participating Town at anytime. The Contractor's timely performance of its obligations under the Contract is contingent upon each Participating Town's timely performance of its obligations under the Contract.

**C. Time Schedule**

The reappraisal and revaluation work must be started on or before the dates shown as the date reappraisal and revaluation work is to commence in Schedule C in the years shown on Schedule B and must continue in a diligent manner so as to ensure completion within the schedule of completion dates as set forth in Schedule C. The Contractor may revise proposed completion dates for a Participating Town, only with the written approval of the Assessor of such Participating Town.

**D. Records**

1. The Contractor shall provide all street cards (field cards), supplies, forms, literature and papers to be used in this project at no additional cost to the Participating Towns. All forms shall be subject to approval by the Assessor of each Participating Town as to format, design, content, shape, size, color, quality and quantity, and shall be further subject to the approval of the Secretary of the Office of Policy and Management as required by Connecticut General Statutes. At the completion of the revaluation project for a Participating Town, the Contractor shall provide the Participating Town with a reasonable additional supply of the necessary forms used to support the computer assisted mass appraisal program.
2. The Contractor will maintain all data files using the computer assisted mass appraisal ("CAMA") software described in Schedule F. Each Participating Town's existing assessment database information shall be used as the basis for the revaluation analysis. All costs related to the acquisition and maintenance of the appraisal software is the responsibility of each Participating Town.
3. The original or a complete copy of all records and computations of a Participating Town, including machine-readable databases, made by the Contractor in connection with any appraisal of property for this project shall, at all times, be the property of such Participating Town and, upon completion of the project or termination of this Contract, shall be left in good order in the custody of the Assessor of such Participating Town. Such records and computations shall include but not be limited to: 1) assessors maps; 2) land value maps; 3) materials and wages, cost investigations and schedules; 4) data collection forms, listing cards, property record cards with property valuations and sketches; 5) capitalization rate data; sales data; 7) depreciation tables; 8) computations of land and/or building values; 9) letters of memoranda to individuals or groups explaining methods used in appraisals; 10) operating statements of income properties; 11) duplicate notice of valuation changes; and 12) database of all property records within the CAMA system and/or the integration with administrative system.
4. The Contractor shall use a system approved by the Assessor of each Participating Town for the accurate accounting of all records and maps, which may be taken from the files of the Assessor of such Participating Town, in connection with the appraisal work. All such records and maps shall be returned immediately following their use. None of the Assessor's original records shall be taken outside of the Participating Town without the prior written

consent of the Assessor. The Assessor will permit the Contractor to use all of the current data, including computerized sketches.

5. The Contractor shall complete property record cards, commonly referred to as "Field cards" or "Street Cards." These cards shall be filed alphabetically by street name, unless otherwise agreed to by the Assessor. These cards shall contain all manner of information affecting value, including but not limited to, information as to location of property, classification as to usage, owner of record, source of title, size, shape and physical characteristics of land, with the breakdown of front feet, square feet or acreage as applicable, along with the unit of value applicable to each, public utilities available, underground oil tanks, public improvements and zoning regulations in effect as of the assessment date. All physical improvements shall be listed giving all interior and exterior construction details. Quality of construction, age, condition, replacement values, percent of physical, functional and economic depreciation, depreciated values, and fair market value and assessment value will be shown. A computer generated sketch of all buildings, with the appropriate scale of such sketch, shall also be shown on these cards, as well as a photo image of each major structure and the location of each out-building in relation to the major structure.

#### **SECTION 4. - FEES AND PAYMENT**

- A. Thirty (30) days after the Effective Date of this Contract, and at the end of each thirty (30) day period thereafter for the term of the Contract, the Contractor will certify in writing to the Assessor of the Participating Town or Participating Towns then undergoing revaluation the percentage of the total work completed under the Contract which the Contractor has performed during the said thirty (30) day period. Such notification will itemize and accurately indicate the extent and nature of work performed by volume, street, and category or in any manner as required by the Assessor of such Participating Town or Participating Towns. The itemization shall be categorized by each of the "Stages of Completion" listed in Schedules C and G1, and the percentages will be completed based on the percentages contained in Schedule G1 for such Participating Town or Participating Towns.

The Assessor of such Participating Town shall notify the Contractor and NECCOG of whether such information is accurate and if it is accurate, such Assessor shall provide authorization to NECCOG to pay the invoice for the completed work within thirty (30) days of the invoice. For information that is not accurate, the Assessor shall notify the Contractor, who shall provide such further information that the Assessor reasonably requires. NECCOG shall not pay any invoice, or a portion of an invoice, unless first authorized by the Assessor. Any dispute must be resolved between the Contractor and the Assessor.

- B. If a Participating Town requires the litigation services described in Schedule E, the Participating Town shall authorize the Contractor to perform such services and the Contractor shall separately invoice such Participating Town for any per diem fees related to such litigation services for such Participating Town. The per diem rate will be based on the per diem rates shown attached as Schedule G-2, attached hereto and made a part hereof. The Participating Town shall pay for those services within thirty (30) days of the invoice date of an invoice from the Contractor for such services. Such invoice shall detail the requested service.
- C. The Participating Towns and NECCOG have entered into a separate agreement providing for the Participating Towns' payments to NECCOG and under what circumstances NECCOG shall release such funds to the Contractor or return such funds to the Participating Towns. The payment schedule to the Contractor shall be based on the percentage of completed work for each Participating Town and for each specific revaluation year, as shown in Schedule B.

Within thirty (30) days after receipt of the authorization required by Subsection A., NECCOG shall pay to the Contractor a percentage of the total compensation shown in Schedule G-1 for a Participating Town for such revaluation year equal to the percentage of the work certified as having been completed, in accordance with the process in Subsection A., during said period for such Participating Town, less ten percent (10%) for each Participating Town, which is to be retained by NECCOG for payment to the Contractor at such time that it has performed fully and satisfactorily all its obligations and requirements (excluding litigation), under the Contract as to such Participating Town. The retained ten percent (10%) of the Contract price is to be paid upon the completion of the work of the Board of Assessment Appeals on the revaluation grand list as approved by such Participating Town. Under no circumstances shall NECCOG be obligated to pay the Contractor more than is allocable to a Participating Town. NECCOG shall not be responsible to pay any invoices for litigation services described in Subsection B above and the Contractor shall seek payment for such invoices directly from the Participating Town that received such services.

Such amounts paid to the Contractor shall be compensation for the Contractor's services to be performed under this Contract and the records, materials, forms and supplies to be furnished by the Contractor. The sum described above, except for those amounts to be invoiced under Subsection B, represents the price for all services and supplies furnished by, and expenses incurred by, the Contractor.

NECCOG shall pay Contractor's compensation as described in this Section 4 in the time period described in this Section 4. The Contractor shall notify NECCOG and the Participating Towns if NECCOG fails to make such undisputed payments within the required time periods. If NECCOG still does not make such undisputed payments within sixty (60) days of such notice, the Contractor, in addition to any other rights or remedies it may have, shall be entitled to suspend its performance of this Contract until such payments are made.

**D.** Liquidated Damages: Failure by the Contractor to complete all work prior to November 30th of the revaluation year for a Participating Town, as described in Schedule C, shall be cause for a penalty payment by the Contractor in the amount of TWO HUNDRED FIFTY DOLLARS (\$250.00) per day beyond the specified date of completion. For the purposes of this penalty only, completion of all work not later than November 30th of the revaluation year is defined as follows:

1. Property record cards with all measurements, listings, sketches, pricing, review and final valuations.
2. Assessment change notices mailed to comply with requirements of Connecticut General Statutes.

The Assessor of an affected Participating Town shall notify both the Contractor and NECCOG and thereafter liquidated damages due under the Contract shall be deducted by NECCOG from the fees to be paid to Contractor described under Subsection C above, and will represent a fair and equitable estimate of the damages the Participating Town will suffer if the Contractor's work is not completed by November 30th of the revaluation year. NECCOG may withhold payments in an amount of the damages from periodic payments set forth in the Contract, to satisfy in whole or in part, this liquidated damages clause. Delays occasioned by war, strike, explosion, or acts of God or an order of a court or other public authority are excepted from liquidated damages.

**E.** Penalties for Not Inspecting the Required Amount of Interiors: Pursuant to Schedule D, Section III.B.3 and the calculations described therein, it is required that at least ninety-five 95% of the interiors of all properties that need to be inspected shall be inspected and for each whole property above the allowable five-percent 5% of properties of which the interiors are to be inspected which

are not properly inspected, the Assessor of the Participating Town may assess a penalty of one hundred dollars (\$100.00) per property, which shall be deducted from the fees to be paid to Contractor described in Subsection C above. The Assessor of an affected Participating Town shall notify both the Contractor and NECCOG.

- F. If a Participating Town requests any services from Contractor not covered in this Contract, such Participating Town and Contractor shall enter into a separate agreement for such services.

**SECTION 5. - STANDARDS FOR THE CONTRACTOR AND PERSONNEL**

A. The Contractor is responsible for fulfilling all of the stated requirements in this Contract in a timely fashion. The Contractor, at all times, shall act in good faith and use its best efforts to assist the Assessor of each Participating Town in determining accurate property valuations and shall not undervalue or overvalue any land, building or other property to avoid or minimize its responsibilities under this Contract.

B. The Contractor shall hold a valid Connecticut Revaluation Company Certification, pursuant to Sections 12-2b and 12-2c of the Connecticut General Statutes and Sections 12-2b-1 through 12-2b-19 of the Regulations, and will maintain same during the term of the Contract. The Contractor's current certification expires on March 31, 2028.

C. **PERSONNEL**

1. The Contractor shall provide experienced and qualified personnel as hereinafter provided and in compliance with the requirements of the Equal Employment Opportunity provisions of Federal and State governments. In addition, prior to assigning any of Contractor's personnel to any revaluation project, the Contractor shall perform, and its personnel shall submit to, employment history checks, state and national criminal checks, and any other checks required by local, state or federal law or reasonably requested by any Participating Town. The Contractor shall provide written confirmation to each Participating Town that it has complied with the requirements set forth in this Section 5, subsection C. The Contractor agrees that upon a Participating Town's request, it shall promptly provide the Participating Town with any documentation related to such compliance, including, to the extent permitted by law, the results of or information related to the background and employment history checks for any of the Contractor's personnel performed in accordance with the Section 5, subsection C.

2. If the Contractor receives any information that any of its personnel assigned to any Participating Town has a criminal record which could make the individual unfit for the work described herein, the Contractor shall not assign or shall not maintain, as applicable, the assignment of the individual to perform services pursuant to this Contract. By assigning, and/or maintaining the assignment of, any of the Contractor's personnel assigned to a Participating Town pursuant to this Contract, the Contractor represents and warrants that, in its best professional judgment, such Contractor's personnel maintains the appropriate qualifications and is fit to perform the services pursuant to this Contract.

3. Contractor shall provide each Participating Town with the name and current address of each personnel Contractor wishes to assign to a Participating Town's revaluation project and any other identifying information reasonably requested by such Participating Town at least ten (10) calendar days before any proposed personnel is scheduled to begin assignment to such Participating Town.

All personnel shall be certified by the State of Connecticut in accordance with Section 12-2b of the Connecticut General Statutes and Sections 12-2b-1 through 12-2b-19 of the Regulations at the appropriate level for which they will be working for a Participating Town. Additionally, the Contractor shall provide the Assessor of the Participating Town with a copy of the Connecticut Certificate of each person required to be certified as well as a copy of a valid driver's license for all personnel assigned to the project. The Certificates shall be provided prior to any actual work on the revaluation project by those personnel.

4. Notwithstanding anything contained herein to the contrary, all personnel assigned to the revaluation project shall be subject to the approval of the official designated by each Participating Town prior to the commencement of the individual's duties in the Participating Town, and shall be removed from the revaluation project by the Contractor promptly upon written notification of the official designated by each Participating Town for any or no reason whatsoever.
5. The Contractor and all of its personnel assigned to a Participating Town shall follow all of such Participating Town's policies and procedures that are provided to the Contractor. It shall be the Contractor's sole responsibility to ensure that its personnel shall follow all such policies and procedures, including, but not limited to, policies regarding workplace conduct, attire and computer use policies.
6. The Contractor shall require that all of its personnel shall use any information obtained while performing the services only for the purposes described in this Contract and shall not otherwise disclose any such information to a third-party without the prior written consent of the applicable Participating Town. The parties understand that in the course of performing the services, the Contractor and its personnel may create or encounter information that is not otherwise public information and as such, the Contractor and its personnel must keep such information confidential. The Contractor understands and agrees that it shall at all times be responsible for the actions or inactions of its personnel. This provision shall survive the term or termination of this Contract.
7. Minimum Qualifications
  - a. Project Manager or Supervisor

The administration of the revaluation project shall be assigned by the Contractor to a project manager or supervisor, who shall be certified by the State of Connecticut as a revaluation "supervisor" pursuant to Sections 12-2b-1 through 12-2b-19 of the Regulations, and shall have not less than five (5) years of mass appraisal experience and seven (7) years of practical appraisal experience in the appraisal of commercial, industrial, apartment, farm and residential type properties. The project manager or supervisor shall be subject to approval by all of the Participating Towns. The project manager or supervisor shall spend a sufficient percentage of the supervisor's working time per month in each Participating Town in order to complete the revaluation project per the schedule described in Schedule C. Sufficient time and personnel shall be per the revaluation project plan submitted by the Contractor and approved by the Assessor of each Participating Town. This provision shall be effective from the commencement of work in the Participating Town until the successful completion of the revaluation project in the Participating Town as outlined in the time schedule in Schedule C. The project manager shall show proof of experience and competency with the CAMA software.



b. Reviewers and Appraisers

Reviewers and appraisers shall be certified under the Connecticut Revaluation Certification Program pursuant to Sections 12-2b-1 through 12-2b-19 of the Regulations, and shall have not less than three (3) years of practical appraisal experience in the appraisal of the particular type of properties for which they are responsible. Two (2) years of this experience shall have been in the mass appraisal field and shall have occurred within the past five (5) years. All reviewers and appraisers shall be subject to the approval of each Participating Town prior to the commencement of their duties on this revaluation project in such Participating Town.

c. Notwithstanding anything contained herein to the contrary herein, at all times during the term of this Contract, all Contractor's personnel shall have all qualifications and experience as required under the law, as such laws may change from time-to-time.

8. Identification

All field personnel shall have visible identification cards which shall include an up-to-date photograph, supplied by the Contractor and signed by the Assessor of the respective Participating Town in which the field personnel are working. All field personnel shall carry a "letter of introduction" signed by the Assessor of the respective Participating Town in which the field personnel are working. All automobiles used by field personnel shall be registered with the Connecticut State Police and the Police Department of the respective Participating Town in which the field personnel are working, giving license number, make, model, year and color of the vehicle.

9. Conflict of Interest

The Contractor shall employ no resident of a Participating Town or a Participating Town employee without the prior written approval of the Assessor of such Participating Town, which shall be granted or withheld in the Participating Town's sole and absolute discretion.

10. Staffing

Personnel working on the revaluation project shall work out of the space designated by each Participating Town. The Contractor acknowledges and agrees that such space designated by each Participating Town may vary throughout the Term and may include, but not be limited to, a traditional work space in an office or a work-from-home model. The Contractor shall establish a local or toll-free phone number to be used by personnel working on the revaluation project and shall have an answering machine or an answering service to receive or record calls when such personnel are not in the office.

**D.** The Contractor agrees that a good public relations program is required in order that the public of each Participating Town may be informed as to the purpose, benefits and procedures of the revaluation program.

The Contractor shall place the assessment data onto a website approved by the Assessor of each Participating Town from the date that the revaluation notices are mailed until December 31 of the year following revaluation for the Participating Town. The detailed information pertaining to all

revaluated properties of a Participating Town shall be approved by the Assessor of such Participating Town, prior to appearing on the website for such Participating Town.

The Contractor shall provide reasonable assistance to the Assessor of each Participating Town in conducting a program of public information through the press and other media, such as meeting with citizens, service clubs, and property owner groups as a means of establishing understanding and support for the revaluation program and sound assessment administration. The Contractor shall supply visual aids and other media at its disposal to this end. The Assessor of a Participating Town prior to release shall approve all public releases relating to such Participating Town.

- E. The Contractor's employees shall at all times treat the residents, employees, and taxpayers of the Participating Towns with respect and courtesy. The Contractor shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision.

#### **SECTION 6. - THE OBLIGATIONS OF EACH PARTICIPATING TOWN**

- A. It is understood and agreed that the services by the Contractor are in the nature of assistance to the Assessor of each Participating Town and all decisions as to proper valuations, taxable or tax exempt status, shall rest with the Assessor of each Participating Town.
- B. With regard to evaluating all real property in the Participating Towns in the conduct of this revaluation project, the Assessor of each Participating Town will designate the Contractor to evaluate all real property in his or her Participating Town in compliance with Connecticut General Statutes.
- C. The Assessor of each Participating Town, the Participating Towns and their respective employees will cooperate with and render all reasonable assistance to the Contractor and its employees in the course of the reappraisal and revaluation.
- D. Each Participating Town shall furnish or make available the information described on Schedule H, attached hereto and made a part hereof, to the Contractor at least fifteen (15) days prior to the date that the revaluation work is to commence for such Participating Town.
- E. Each Participating Town shall be responsible to continue any current annual software support agreement through its current CAMA software vendor as well as any upgrades of software and public facing web hosting.
- F. Each Participating Town undergoing a revaluation shall, for the period that such revaluation is taking place, provide to the Contractor necessary access to the Participating Town's CAMA data current for the most recent Grand List. Should a Participating Town elect in its sole discretion to have the Contractor's personnel perform all, or a portion of, the services herein at a Participating Town's office, said Participating Town shall provide Contractor's personnel with non-exclusive access to office space, workstations and printers. Further, the Participating Town shall provide space for informal taxpayer hearings in conformity with the Americans with Disabilities Act and any similar Connecticut laws, which such space may include virtual space, such as virtual meetings, if permitted under federal and Connecticut law.

#### **SECTION 7. - INDEMNIFICATION**

- A. Except as may be limited by subsections C and D below, the Contractor agrees to indemnify, hold harmless and defend NECCOG and each Participating Town and their respective officials, agents and employees from and against any and all claims, damages, losses and expenses (including but

not limited to reasonable fees and charges of attorneys and court and arbitration costs) arising out of or in any manner connected with the operations to be performed under the Contract, or costs and expenses for, or on account of, any patented or copyrighted equipment, materials, articles or processes used in the performance of the Contract; but a Participating Town or NECCOG shall not be entitled to indemnification for those claims, damages, losses and expenses caused by its own negligence, willful misconduct or caused by valuation disputes or challenges to the methodology, which valuation or methodology was done in conformance with this Contract, has been directed or approved by the Assessor of such Participating Town, or is required by law.

- B. The Contractor will promptly notify NECCOG and the Participating Towns of any claim or case formally brought against the Contractor for work performed in the State of Connecticut.
- C. Neither party shall be liable to the other for consequential, indirect or incidental damages.
- D. The Contractor's liability for damages (except for damage to real or personal property or personal injury, which is not limited) under any theory of liability or form of action including negligence shall not exceed the amounts described in Section 8 - Insurance below (whether or not Contractor actually has maintained such insurance), or if the claim is of the type that does not require the Contractor to maintain insurance, the total contract price in this Contract.
- E. Notwithstanding anything contained herein to the contrary, the Contractor and each Participating Town each understand and agree that any liability of NECCOG under this Contract shall be limited to the moneys available for such purpose paid by the Participating Towns and held in escrow in a Regional Revaluation Account pursuant to that certain Agreement Regarding Administrative Services Related to Regional Revaluation Contract between NECCOG and the Participating Towns dated \_\_\_\_\_, 2024. In no event shall NECCOG be required to advance its own funds for any such payments.
- F. This Section shall survive termination of the Contract.

**SECTION 8. - INSURANCE**

- A. The Contractor shall, at its own expense and cost, obtain and keep in force during the entire duration of the Contract the following insurance coverage covering the Contractor and all of its agents, employees and sub-contractors and other providers of services and shall name the Participating Towns, NECCOG and their respective officials, employees and agents as Additional Insureds on a primary and non-contributory basis to the Contractor's Comprehensive General Liability and Automobile Liability policies. Insurance shall be written with carriers approved in the State of Connecticut.
  - 1. Workers Compensation Insurance in the required statutory amount and employer's liability insurance in the following amounts:

- Bodily injury by accident - \$100,000 each accident,
    - Bodily injury by disease - \$500,000 each accident, and
    - Bodily injury by disease - \$100,000 each employee.

The policy must provide coverage for benefits payable under the Connecticut Workers Compensation Act, and include the Voluntary Compensation endorsement. A waiver of subrogation will be required.

2. Appraiser's professional liability insurance providing errors and omissions coverage for professional services rendered as an appraiser. The minimum limit of liability shall be \$1,000,000 per claim subject to \$2,000,000 aggregate. Any deductible applicable to a claim must be noted on the certificate of insurance. If the policy is written on a claim made policy form, the Contractor must maintain the insurance for a period of two years from the completion of the Contract.
3. Public liability insurance - The Contractor shall provide public liability insurance for bodily injury and property damage. The public liability insurance shall be written on a comprehensive form and include without limitation, coverage for premises and operations, completed operations, independent contractors, personal and advertising injury, broad form property damage, blanket contractual and personal injury. A waiver of subrogation must be provided. The required limits of liability are:

\$2,000,000 - General Aggregate  
\$2,000,000 - Completed Operations Aggregate  
\$1,000,000 - Personal and Advertising Injury  
\$1,000,000 - Each Occurrence  
\$ 50,000 - Fire Damage/Fire  
\$ 5,000 - Medical Expense/Person

Each Participating Town, NECCOG and their respective officials, employees and agents must be named as Additional Insureds on a primary and non-contributory basis.

4. Automobile liability insurance shall be written with a comprehensive form and include coverage for owned, hired, borrowed and non-owned vehicles. The limit of liability for bodily injury and property damage for any one accident or loss shall be \$1,000,000.

Each Participating Town, NECCOG and their respective officials, employees and agents must be named as Additional Insureds on a primary and non-contributory basis.

- B. Upon execution of the Contract, and thereafter no less than fifteen (15) days prior to the expiration date of any insurance policy delivered pursuant to the Contract, the Contractor shall deliver to NECCOG and each of the Participating Towns a certificate(s) of insurance to show compliance with the insurance requirements listed above.
- C. Each policy of insurance shall be issued by financially responsible insurers duly licensed to do business in the State of Connecticut. The insurers shall be reasonably acceptable to each Participating Town and shall have an A.M. Best Company rating of "A/VII" or better.
- D. Each policy of insurance shall include a waiver of subrogation in favor of NECCOG and the Participating Towns and shall provide no less than thirty (30) days' notice to the NECCOG and the Participating Towns in the event of a cancellation or change in conditions or amounts of coverage.

**SECTION 9. - TERMINATION UPON DEFAULT BY THE CONTRACTOR AND REMEDIES FOR PARTICIPATING TOWNS**

- A. If the Contractor fails to maintain Connecticut certification as required by the Contract or if the Contractor has materially misrepresented any information or defaults on any contract with a Connecticut municipality or if the Contractor does not pay its debts as they shall become due, or if a receiver shall be appointed for its business or its assets and not voided within sixty (60) days, or if the Contractor shall make an assignment for the benefit of creditors, or if it shall be adjudicated

insolvent or bankrupt then and forthwith thereafter, all of the Participating Towns shall have the right, in addition to all other remedies such Participating Towns may have, to immediately terminate the Contract and to award the revaluation project, or the remaining work thereof, to another company.

- B.** If the Contractor fails to perform the Contract in accordance with the terms of the Contract or if all of the Participating Towns reasonably doubt that the Contractor's work is progressing in such a manner as to ensure compliance with the schedule of completion dates set forth in the Contract and any addendum thereto, and if after notice of the failure to perform, the Contractor does not cure such failure within (30) calendar days, any affected Participating Towns shall have the right, in addition to all other remedies such Participating Towns may have, upon fifteen (15) business days written notice to the Contractor and its surety bonding company to declare the Contract in default and thereby terminated, and to award the revaluation project, or the remaining work thereof, to another company.
- C.** In the event of a termination of this Contract described in subsection A or B above, the Contractor shall be liable for any damages incurred by NECCOG and all of the Participating Towns.
- D.** The termination provisions described in subsection A and B above may only be invoked if all the Participating Towns send the required notice to the Contractor. The Participating Towns shall notify NECCOG at the same time it notifies the Contractor of a termination pursuant to this section, and NECCOG shall be under no obligation to make any further payments to the Contractor, unless directed by the affected Participating Town.
- E.** If this termination clause is invoked, as designated in the notice described in subsection C, the Contractor shall cooperate in the assignment of this Contract to a new revaluation company designated by the Participating Towns.
- F.** If this termination clause is invoked, the Contractor shall cooperate with NECCOG and the Participating Towns to provide all information necessary to the Participating Towns currently undergoing revaluation for another company to complete the services.
- G.** If this termination clause is invoked, the Contractor's agents and employees shall, at the direction of the Assessor or Assessors of the Participating Town or Towns in which is currently undergoing revaluation, immediately discontinue all services affected leaving behind all records, properly filed and indexed, as well as all other property of such Participating Town or Towns.
- H.** Termination of the Contract shall not preclude the Participating Towns from bringing an action against the Contractor for damages or exercising any other legal, equitable, or contractual rights the Participating Towns may possess in the event of the Contractor's failure to perform.
- I.** In the event of termination, the Contractor shall be entitled to receive payment in full (at the amounts set forth herein) for all services delivered by the Contractor up to the effective date of the termination, plus any other charges as may be agreed upon by the parties.

#### **SECTION 10. - PERFORMANCE BOND**

- A.** The Contractor shall, to secure the faithful performance by the Contractor of the terms of this Contract, furnish to NECCOG and the Participating Towns, an Annually Renewable Performance Surety Bond in the annual amount of the of the Contract for the Participating Towns to be completed during the one year Bond, which Annual Renewable bond shall be issued by a bonding company licensed to do such business in the State of Connecticut with a minimum (A.M.) Best Company

rating of “A/VII.” Said bond shall be delivered to NECCOG prior to the commencement of annual work and shall be in a form satisfactory to and approved by each of the Participating Towns for that year and shall be held by NECCOG to benefit the Participating Towns.

- B.** It is understood and agreed that upon completion of the last revaluation for a Participating Town as scheduled in Schedule B and approved delivery to that Participating Town of the last revaluation, that the performance bond shall be reduced to an amount of the full value of the Contract minus the amount of the value of the Contract allocable to that Participating Town, except for ten percent (10%) of the value of the Contract allocable to that Participating Town to cover the defense of all appeals, for that Participating Town. This reduced amount of bond shall replace the then-existing bond after all of the revaluations required by the Contract have been completed and have been approved by the Assessor of such Participating Town and after the completion of the duties of the Board of Assessment Appeals of such Participating Town. The final ten percent (10%) for such Participating Town shall be held and remain effective until a final resolution in the courts of any timely appeals taken from the decisions of the Board of Assessment Appeals of such Participating Town. The performance bond shall be held until the completion of all duties under the Contract and shall never be in an amount that is less than the remaining value of the Contract allocable to the Participating Towns which have not yet had revaluations.

#### **SECTION 11. - WITHDRAWAL BY ONE OR MORE PARTICIPATING TOWNS**

- A.** If a Participating Town wants to withdraw from this Contract (a “Withdrawing Participating Town”), it shall provide notice of its intent to withdraw to all of the other Participating Towns, the Contractor and NECCOG no later than February 1 of the year prior to the fiscal year that such Participating Town wants to withdraw. Prior to any withdrawal being effective, the Withdrawing Participating Town shall make a payment as calculated by NECCOG in accordance with the Agreement Regarding Services Related to Regional Revaluation Contract between NECCOG and the Participating Towns dated as of \_\_\_\_\_ (the “Withdrawal Payment”).
- B.** If all of the Participating Towns want to withdraw from this Contract, they may do so at any time after providing prior written notice to the Contractor and NECCOG no later than February 1 of the year prior to the fiscal year that all Participating Towns want to withdraw. Such written notice must be sent by all the Participating Towns. Upon such notice, the Contractor shall cease all services and provide final invoices, which NECCOG shall pay for services provided to the date of the notice.

#### **SECTION 12. - ADDITION OF NEW PARTICIPATING TOWNS**

- A.** A town that is not currently a Participating Town at the start of this Contract may be added to this Contract as a “Participating Town”, with the prior written consent of NECCOG, the Contractor and the Participating Towns in accordance with the process described in subsection B below.
- B.** One or more new towns may join in this Contract, in accordance with the following process. Such a town shall be referred to as the “Requesting Town.”
1. The Requesting Town shall provide written notice to NECCOG, the Contractor and the Participating Towns of its interest to be a Participating Town under this Contract and its request for each party to give its written consent to such Requesting Town being added to this Contract.
  2. Within thirty (30) days of the date of such notice, the Contractor shall provide a response to NECCOG regarding the addition of the Requesting Town to this Contract as a “Participating Town.” If the response is positive, it shall contain the written consent of the

Contractor in the response. A failure to respond by the Contractor within such time period shall be considered a negative response. The process for the Participating Towns to respond to NECCOG is contained in the separate agreement between NECCOG and the Participating Towns. NECCOG shall then notify the Contractor and the Participating Towns of the outcome from the responses, including whether or not NECCOG is giving its consent.

3. If all Participating Towns, the Contractor and NECCOG provide the written consent, and the Requesting Town completes the process described in the separate agreement between NECCOG and the Participating Towns, NECCOG shall then prepare the amendments to this Contract and forward them to the Requesting Town, the Contractor and the Participating Towns. Such amendments shall provide that the Requesting Town shall be a Participating Town and the Requesting Town shall agree to be bound by all terms and conditions of this Contract and shall agree to all duties and obligations of a "Participating Town" under this Contract.
4. When NECCOG shall provide copies to the Contractor of the executed amendments, the Contractor shall promptly execute the same and return them to NECCOG. Upon full execution of the amendments, the Requesting Town shall be considered a Participating Town under this Contract. NECCOG shall keep all documents relating to such process on file.
5. Once the Requesting Town becoming a Participating Town, the Contractor shall take the necessary steps to add such Participating Town to this Contract, including without limitation, providing insurance naming such Participating Town and adding such Participating Town as an additional beneficiary of the performance bond.

### **SECTION 13. - INDEPENDENT CONTRACTOR**

Each of the Participating Towns, NECCOG and the Contractor acknowledge and agree that the Contractor is an independent contractor and that the Participating Towns, NECCOG and the Contractor are not joint venturers, partners, or otherwise related to each other in any capacity as a result of this Contract. It is specifically agreed that the Contractor is not an employee of any of the Participating Towns or NECCOG, that the employees performing services under this Contract will be solely employees of the Contractor and not employees of any of the Participating Towns or NECCOG, and that no employees of any of the Participating Towns or NECCOG shall be deemed employees of the Contractor.

### **SECTION 14. - NO ASSIGNMENT**

The Contractor shall not transfer, assign or sublet the Contract, or any part therein, or any interest therein without first receiving prior written approval from all of the Participating Towns (excluding any Participating Towns that has had its revaluation completed in its entirety and for which the Contractor is not performing any work) and the bonding company; except that only notice need be given to the Participating Towns in the event of a corporate restructuring, sale of the Contractor or a merger. Any such assignment or transfer without prior written approval by all of the Participating Towns and bonding company shall be void and shall not release the Contractor from any responsibility or liability as set forth in the Contract, except in the event of a default described under Section 9, in which case the Contractor shall cooperate in the assignment of this Contract to a new revaluation company if requested by the Participating Towns.

Nothing contained in the Contract shall be deemed to create any contractual relationship between any subcontractor of the Contractor and the Participating Towns.

## **SECTION 15. - MISCELLANEOUS**

- A.** Neither party shall be liable to the other for any loss, damage, failure, delay, or breach in rendering any services or performing any obligations hereunder to the extent that such failure, delay, or breach results from any cause or event beyond the control of the party being released hereby (Force Majeure), including, but not limited to acts of God, acts or omissions of civil or military authorities (acting in their sovereign, but not in their contractual, capacity), floods, torrential rainfall, other severe or unusual weather or climatic conditions, which would exist for a substantial period of time and would have an affect so as to substantially impair the complete deadline, epidemics, quarantines, other medical restrictions or emergencies, defects or failures in equipment or materials owned or supplied by the other party, strikes or other labor actions, embargoes, wars, civil disobedience, riots, terrorism, extreme inflation (ten percent or greater per year) or of governmental rationing of fuel and/or power which would result in a severe shortage thereof, which would substantially impair the proposed completion deadline. Upon the happening of such an event, the affected party shall provide notice to the other parties. The affected party shall be excused only for the period of such event.
- B.** In the event any part of any clause or provision of this Contract is judicially determined to be unenforceable, it shall be deemed severable from the remainder of the clause or provision, and such remainder shall be binding upon the parties to the Contract.
- C.** No action or failure to act by any Participating Town shall constitute a waiver of any right or duty afforded to such Participating Town under the Contract nor shall it prohibit such Participating Town from the future exercise of any such right.
- D.** A notice or communication (which shall include, but not be limited to, a consent, an approval, a progress report, an invoice, a statement or a demand) to be provided to a party hereto under this Contract (a) shall be in writing, and (b) shall be deemed received one (1) day after being deposited with a nationally recognized overnight courier or after being hand delivered, or three (3) days after being posted certified mail, return receipt requested. All notices shall be addressed to the parties at the addresses set forth in Schedule I, attached hereto and made a part hereof. Any addressee may change its address by written notice to all of the parties.
- E.** This Contract, including the schedules which are attached hereto and made part hereof, constitutes the entire understanding and agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings, inducements or conditions, express or implied, oral or written.
- F.** Changes in the Contract will be permitted only upon written mutual agreement of the Contractor and all of the Participating Towns. No change to the Contract shall affect NECCOG unless NECCOG also provides written agreement to such changes.
- G.** This Contract shall be governed by the laws of the State of Connecticut, excluding choice-of-law principles.
- H.** Each of the covenants, conditions and agreements contained in this Contract shall be binding upon, and inure to the benefit of, the parties hereto and their respective successors and assigns.
- I.** The Contractor shall not be deemed to be an agent of the Participating Towns and shall have no power to bind the Participating Towns except as specifically set forth herein.



**J.** This Contract may be executed in counterparts, and facsimile or electronic signatures (and counterparts delivered by facsimile or other electronic means) shall have the same force and effect as original signatures, and all counterparts taken together shall constitute one and the same agreement.

*IN WITNESS WHEREOF the parties have executed this Contract on the date first above mentioned.*

TOWN OF BROOKLYN, CONNECTICUT

\_\_\_\_\_ By \_\_\_\_\_  
\_\_\_\_\_

TOWN OF CANTERBURY, CONNECTICUT

\_\_\_\_\_ By \_\_\_\_\_  
\_\_\_\_\_

TOWN OF CHAPLIN, CONNECTICUT

\_\_\_\_\_ By \_\_\_\_\_  
\_\_\_\_\_

TOWN OF EASTFORD, CONNECTICUT

\_\_\_\_\_ By \_\_\_\_\_  
\_\_\_\_\_

TOWN OF GRISWOLD, CONNECTICUT

\_\_\_\_\_ By \_\_\_\_\_  
\_\_\_\_\_

TOWN OF HAMPTON, CONNECTICUT

\_\_\_\_\_ By \_\_\_\_\_  
\_\_\_\_\_

TOWN OF KILLINGLY, CONNECTICUT

\_\_\_\_\_ By \_\_\_\_\_  
\_\_\_\_\_

TOWN OF LISBON, CONNECTICUT

\_\_\_\_\_ By \_\_\_\_\_  
\_\_\_\_\_

TOWN OF PLAINFIELD, CONNECTICUT

\_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_

TOWN OF POMFRET, CONNECTICUT

\_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_

TOWN OF SPRAGUE, CONNECTICUT

\_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_

TOWN OF UNION, CONNECTICUT

\_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_

TOWN OF WOODSTOCK, CONNECTICUT

\_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_

NORTHEASTERN CONNECTICUT COUNCIL OF  
GOVERNMENTS

\_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_

VISION GOVERNMENT SOLUTIONS, INC.

\_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_

**ATTACHED SCHEDULES**

- SCHEDULE A-1 Information Required by Section 12-62q
- SCHEDULE A-2 Participating Towns Approvals
- SCHEDULE B Revaluation Schedule
- SCHEDULE C Summary of Pertinent Dates
- SCHEDULE D Revaluation of Properties
- SCHEDULE E Tasks That Participating Towns Can Request for Additional Fees (Litigation Services)
- SCHEDULE F Software
- SCHEDULE G-1 Schedule of Fees
- SCHEDULE G-2 Schedule of Additional Fees (Litigation Services described in Schedule E Per Diem)
- SCHEDULE H Items to be Furnished by Each Participating Town
- SCHEDULE I Notice Addresses

**SCHEDULE A-1**

**Information Required by Section 12-62g**

1. Establish or designate an entity, which may be a regional planning organization, as the coordinating agency for implementation of the regional revaluation program:

The Participating Towns designated the **Northeastern Connecticut Council of Governments (NECCOG)** as the coordinating agency for the implementation of the regional revaluation program.

2. Indicate how a revaluation company certified in accordance with section 12-2b of the general statutes will be hired and overseen by the Participating Towns or the coordinating agency:

NECCOG issued an Invitation to Submit Proposals Regional Revaluations (“ISP”) on May 29, 2020 and received responses on June 25, 2020. NECCOG received four responses to the ISP – each was deemed as a qualified company. Two of the four companies were interviewed by a Regional Revaluation Working Group (the “Working Group”) established by NECCOG. The Working Group consisted of three assessors from the Participating Towns and five chief elected officials from the Participating Towns. Following the interview (which was private) with the Working Group, the Working Group held a meeting where it unanimously recommended to NECCOG (the Participating Towns) that **Vision Government Solutions, Inc.**, a revaluation company certified in accordance with Section 12-2b of the Connecticut General Statutes, be the preferred vendor. NECCOG then, unanimous vote of its Executive Committee acting on behalf of the full board, authorized the hiring of **Vision Government Solutions, Inc.** at a meeting of NECCOG held on May 23, 2020. Vision Government Solutions, Inc. and will be overseen by the Participating Towns as further described in the Regional Revaluation Contract among **Vision Government Solutions, Inc.**, the Participating Towns and NECCOG dated as of \_\_\_\_\_.

3. Include a revaluation schedule that lists any adjustments to the revaluation schedules for Participating Towns:

There are no adjustments to the revaluation schedule.

4. Identify administrative and procedural processes that will be implemented by the Participating Towns to implement the program:

Administrative and procedural processes that will be implemented by the Participating Towns to implement the program are described in the Regional Revaluation Contract among Vision Government Solutions, Inc., the Participating Towns and NECCOG dated as of \_\_\_\_\_ and the Agreement Regarding Services Related to Regional Revaluation Contract between the Participating Towns and NECCOG dated as of \_\_\_\_\_.

5. Estimate the projected savings resulting from a regional revaluation program:

\$56, 929.77



SCHEDULE A-2

**Participating Towns Approvals**

<u>TOWN</u>	<u>DATE OF AUTHORIZATION</u>
Brooklyn	Original Phase I Participant 2009
Canterbury	Original Phase I Participant 2009
Chaplin	Phase II Participant 2015
Eastford	Original Phase I Participant 2009
<b>Griswold</b>	<b>Date</b>
Hampton	Phase II Participant 2015
<b>Killingly</b>	<b>Date</b>
<b>Lisbon</b>	<b>Date</b>
Plainfield	Original Phase I Participant 2009
Pomfret	Original Phase I Participant 2009
Sprague	Added to Phase I - 2011
<b>Union</b>	<b>Date</b>
Woodstock	Original Phase I Participant 2009

**SCHEDULE B**

**Revaluation Schedule**

Brooklyn	2029	October 01, 2029
Canterbury	2029	October 01, 2029
Chaplin	2028	October 01, 2028
Eastford	2028	October 01, 2028
Griswold	2026	October 01, 2026
Hampton	2028	October 01, 2028
Killingly	2028	October 01, 2028
Lisbon	2026	October 01, 2026
Plainfield	2027	October 01, 2027
Pomfret	2029	October 01, 2029
Sprague	2026	October 01, 2026
Union	2028	October 01, 2028
Woodstock	2025	October 01, 2025

## SCHEDULE C

### **Summary of Pertinent Dates**

The reappraisal and revaluation work may be started at the convenience of the Contractor, but not later than the first Wednesday of August of the year prior to revaluation for each Participating Town as shown in Schedule B, except for the October 1, 2025 Grand List Revaluation for Woodstock, in which case the Contractor and Woodstock will mutually agree when work is to start, and must continue in a diligent manner so as to ensure completion within the Woodstock schedule.

The following phases of the reappraisal and revaluation must be completed in accordance with the following schedule:

- (a) Complete residential data collection (except for current building permits) by the first Wednesday of April of the revaluation year.
- (b) Complete commercial, industrial, public utility, special purpose and tax exempt data verification (as noted in these specifications) by the last Wednesday of April of the revaluation year (except for current building permits).
- (c) Complete land study with written report and values set by the last Wednesday of June of the revaluation year.
- (d) Complete building cost investigation including local builders with written report of same and cost manual by the first Wednesday of May of the revaluation year.
- (e) Data mailers, to include all recently collected data, to be mailed by the first Wednesday of June of the revaluation year.
- (f) Complete study of market rents, expenses and capitalization factors set out in a written report by property category by the last Friday of June of the revaluation year. Study shall show local information and analysis of comparable regional data and analysis where appropriate.
- (g) Deliver completed residential appraisals in the CAMA Data Base with all measurements, sketches, listings, pricing, review and values to the Assessor of the Participating Town by the last Wednesday of July of the revaluation year.
- (h) Deliver completed commercial, industrial, public utility, and special purpose, and exempt property appraisals in the CAMA Data Base with all measurements, sketches, listings, pricing, review, and values to the Assessor of the Participating Town by the first Wednesday of September of the revaluation year.
- (i) Deliver complete appraisals of properties that have changed since the final deliverables noted in g. and h. above. This will include appraisals of both totally and partially completed property changes (i.e. property splits, properties with improvement changes), 100% completed no later than ten (10) working days following October 1 revaluation date.
- (j) The Assessor of the Participating Town completes review and final adjustments, no later than October 31 of the revaluation year.
- (k) Assessment notices printed, addressed, and mailed no later than the second Wednesday of November of the revaluation year.

- (l) Informal hearings to begin no later than November 30th of the revaluation year and end no later than December 20 of the revaluation year. Hearings shall begin no sooner than fourteen days after the mailing of the assessment notices.
- (m) Notices of results of informal hearings completed and mailed out, computer file updated and final property record cards printed, delivered to the Assessor of the Participating Town no later than the first Wednesday of January following the revaluation year.
- (n) A completed Office of Policy and Management Performance-Based Revaluation Standards Certification Form with required attachments. Such certification shall indicate that the revaluation is in compliance with all requirement of the State of Connecticut, completed by the first Wednesday in January following the revaluation year.
- (o) Any changes to this schedule must be approved by the Assessor of the Participating Town.

<b>TOWN OF BROOKLYN</b>	<b>START DATE</b>	<b>FINISH DATE</b>
Project Duration	8/01/2028	12/30/2029
Bonding and Project Start-Up	On-going	
Public Information Program	On-going	
Residential Data Collection & Verification	8/01/2028	4/01/2029
Sales Data Collection & Analyses	8/01/2028	4/01/2029
Commercial, Industrial Public Utility and Exempt Data Verification and Collection	9/01/2028	4/21/2029
Data Mailers	6/01/2029	
Land Study- Valuation Analyses	4/01/2029	6/21/2029
Building Permits	On-going	
Building Cost Manual	4/01/2029	5/01/2029
Field Review of Values Residential	5/01/2029	7/21/2029
Income & Expense Statements -Valuation Analysis	6/01/2029	8/15/2029
Integration of CAMA Software with Current Administrative Software	N/A	
Field Review of Values Commercial, Industrial, Public Utility and Exempt	7/01/2029	8/15/2029
Assessor Value Review	10/15/2029	10/31/2029
Final Valuations –Residential		10/10/2029
Final Valuations -Commercial/Industrial/Exempt		10/10/2029
Final Valuations -Properties that have changed since final values, Including		10/10/2029
Assessment Change Notices & PRC's Mailed	11/07/2029	11/08/2029
Informal Hearings	11/30/2029	12/20/2029
Notices of Results of Informal Hearings Mailed	12/20/2029	12/30/2029
Property Record Cards Printed and Delivered to Assessor	12/20/2029	12/30/2029
Changed Property Record Cards Printed and Delivered to Assessor	12/20/2029	12/30/2029
Training of Board of Assessment Appeals Members	1/02/2030	1/03/2030
Revaluation Complete through BAA		1/03/2030
Litigation Support	As needed	

<b>TOWN OF CANTERBURY</b>	<b>START DATE</b>	<b>FINISH DATE</b>
Project Duration	8/01/2028	12/30/2029
Bonding and Project Start-Up	On-going	
Public Information Program	On-going	
Residential Data Collection & Verification	8/01/2028	4/01/2029
Sales Data Collection & Analyses	8/01/2028	4/01/2029
Commercial, Industrial Public Utility and Exempt Data Verification and Collection	9/01/2028	4/21/2029
Data Mailers	6/01/2029	
Land Study- Valuation Analyses	4/01/2029	6/21/2029
Building Permits	On-going	
Building Cost Manual	4/01/2029	5/01/2029
Field Review of Values Residential	5/01/2029	7/21/2029
Income & Expense Statements -Valuation Analysis	6/01/2029	8/15/2029
Integration of CAMA Software with Current Administrative Software	N/A	
Field Review of Values Commercial, Industrial, Public Utility and Exempt	7/01/2029	8/15/2029
Assessor Value Review	10/15/2029	10/31/2029
Final Valuations –Residential		10/10/2029
Final Valuations -Commercial/Industrial/Exempt		10/10/2029
Final Valuations -Properties that have changed since final values, Including properties with building permits		10/10/2029
Assessment Change Notices & PRC's Mailed	11/07/2029	11/08/2029
Informal Hearings	11/30/2029	12/20/2029
Notices of Results of Informal Hearings Mailed	12/20/2029	12/30/2029
Property Record Cards Printed and Delivered to Assessor	12/20/2029	12/30/2029
Changed Property Record Cards Printed and Delivered to Assessor	12/20/2029	12/30/2029
Training of Board of Assessment Appeals Members	1/02/2030	1/03/2030
Revaluation Complete through BAA		1/03/2030
Litigation Support	As needed	

<b>TOWN OF CHAPLIN</b>	<b>START DATE</b>	<b>FINISH DATE</b>
Project Duration	8/01/2027	12/30/2028
Bonding and Project Start-Up	On-going	
Public Information Program	On-going	
Residential Data Collection & Verification	8/01/2027	4/01/2028
Sales Data Collection & Analyses	8/01/2027	4/01/2028
Commercial, Industrial Public Utility and Exempt Data Verification and Collection	9/01/2027	4/21/2028
Data Mailers	6/01/2028	
Land Study- Valuation Analyses	4/01/2028	6/21/2028
Building Permits	On-going	
Building Cost Manual	4/01/2028	5/01/2028
Field Review of Values Residential	5/01/2028	7/21/2028
Income & Expense Statements -Valuation Analysis	6/01/2028	8/15/2028
Integration of CAMA Software with Current Administrative Software	N/A	
Field Review of Values Commercial, Industrial, Public Utility and Exempt	7/01/2028	8/15/2028
Assessor Value Review	10/15/2028	10/31/2028
Final Valuations –Residential		10/10/2028
Final Valuations -Commercial/Industrial/Exempt		10/10/2028
Final Valuations -Properties that have changed since final values, Including properties with building permits		10/10/2028
Assessment Change Notices & PRC's Mailed	11/07/2028	11/08/2028
Informal Hearings	11/30/2028	12/20/2028
Notices of Results of Informal Hearings Mailed	12/20/2028	12/30/2028
Property Record Cards Printed and Delivered to Assessor	12/20/2028	12/30/2028
Changed Property Record Cards Printed and Delivered to Assessor	12/20/2028	12/30/2028
Training of Board of Assessment Appeals Members	1/02/2029	1/03/2029
Revaluation Complete through BAA		1/03/2029
Litigation Support	As needed	

<b>TOWN OF EASTFORD</b>	<b>START DATE</b>	<b>FINISH DATE</b>
Project Duration	8/01/2027	12/30/2028
Bonding and Project Start-Up	On-going	
Public Information Program	On-going	
Residential Data Collection & Verification	8/01/2027	4/01/2028
Sales Data Collection & Analyses	8/01/2027	4/01/2028
Commercial, Industrial Public Utility and Exempt Data Verification and Collection	9/01/2027	4/21/2028
Data Mailers	6/01/2028	
Land Study- Valuation Analyses	4/01/2028	6/21/2028
Building Permits	On-going	
Building Cost Manual	4/01/2028	5/01/2028
Field Review of Values Residential	5/01/2028	7/21/2028
Income & Expense Statements -Valuation Analysis	6/01/2028	8/15/2028
Integration of CAMA Software with Current Administrative Software	N/A	
Field Review of Values Commercial, Industrial, Public Utility and Exempt	7/01/2028	8/15/2028
Assessor Value Review	10/15/2028	10/31/2028
Final Valuations –Residential		10/10/2028
Final Valuations -Commercial/Industrial/Exempt		10/10/2028
Final Valuations -Properties that have changed since final values, Including properties with building permits		10/10/2028
Assessment Change Notices & PRC's Mailed	11/07/2028	11/08/2028
Informal Hearings	11/30/2028	12/20/2028
Notices of Results of Informal Hearings Mailed	12/20/2028	12/30/2028
Property Record Cards Printed and Delivered to Assessor	12/20/2028	12/30/2028
Changed Property Record Cards Printed and Delivered to Assessor	12/20/2028	12/30/2028
Training of Board of Assessment Appeals Members	1/02/2029	1/03/2029
Revaluation Complete through BAA		1/03/2029
Litigation Support	As needed	



<b>TOWN OF GRISWOLD</b>	<b>START DATE</b>	<b>FINISH DATE</b>
Project Duration	8/01/2025	12/30/2026
Bonding and Project Start-Up	On-going	
Public Information Program	On-going	
Residential Data Collection & Verification	8/01/2025	4/01/2026
Sales Data Collection & Analyses	8/01/2025	4/01/2026
Commercial, Industrial Public Utility and Exempt Data Verification and Collection	9/01/2025	4/21/2026
Data Mailers	6/01/2026	
Land Study- Valuation Analyses	4/01/2026	6/21/2026
Building Permits	On-going	
Building Cost Manual	4/01/2026	5/01/2026
Field Review of Values Residential	5/01/2026	7/21/2026
Income & Expense Statements -Valuation Analysis	6/01/2026	8/15/2026
Integration of CAMA Software with Current Administrative Software	N/A	
Field Review of Values Commercial, Industrial, Public Utility and Exempt	7/01/2026	8/15/2026
Assessor Value Review	10/15/2026	10/31/2026
Final Valuations –Residential		10/10/2026
Final Valuations -Commercial/Industrial/Exempt		10/10/2026
Final Valuations -Properties that have changed since final values, Including properties with building permits		10/10/2026
Assessment Change Notices & PRC's Mailed	11/07/2026	11/08/2026
Informal Hearings	11/30/2026	12/20/2026
Notices of Results of Informal Hearings Mailed	12/20/2026	12/30/2026
Property Record Cards Printed and Delivered to Assessor	12/20/2026	12/30/2026
Changed Property Record Cards Printed and Delivered to Assessor	12/20/2026	12/30/2026
Training of Board of Assessment Appeals Members	1/02/2027	1/03/2027
Revaluation Complete through BAA		1/03/2027
Litigation Support	As needed	

<b>TOWN OF HAMPTON</b>	<b>START DATE</b>	<b>FINISH DATE</b>
Project Duration	8/01/2027	12/30/2028
Bonding and Project Start-Up	On-going	
Public Information Program	On-going	
Residential Data Collection & Verification	8/01/2027	4/01/2028
Sales Data Collection & Analyses	8/01/2027	4/01/2028
Commercial, Industrial Public Utility and Exempt Data Verification and Collection	9/01/2027	4/21/2028
Data Mailers	6/01/2028	
Land Study- Valuation Analyses	4/01/2028	6/21/2028
Building Permits	On-going	
Building Cost Manual	4/01/2028	5/01/2028
Field Review of Values Residential	5/01/2028	7/21/2028
Income & Expense Statements -Valuation Analysis	6/01/2028	8/15/2028
Integration of CAMA Software with Current Administrative Software	N/A	
Field Review of Values Commercial, Industrial, Public Utility and Exempt	7/01/2028	8/15/2028
Assessor Value Review	10/15/2028	10/31/2028
Final Valuations –Residential		10/10/2028
Final Valuations -Commercial/Industrial/Exempt		10/10/2028
Final Valuations -Properties that have changed since final values, Including properties with building permits		10/10/2028
Assessment Change Notices & PRC's Mailed	11/07/2028	11/08/2028
Informal Hearings	11/30/2028	12/20/2028
Notices of Results of Informal Hearings Mailed	12/20/2028	12/30/2028
Property Record Cards Printed and Delivered to Assessor	12/20/2028	12/30/2028
Changed Property Record Cards Printed and Delivered to Assessor	12/20/2028	12/30/2028
Training of Board of Assessment Appeals Members	1/02/2029	1/03/2029
Revaluation Complete through BAA		1/03/2029
Litigation Support	As needed	

<b>TOWN OF KILLINGLY</b>	<b>START DATE</b>	<b>FINISH DATE</b>
Project Duration	08/01/2027	12/30/2028
Bonding and Project Start-Up	On-going	
Public Information Program	On-going	
Residential Data Collection & Verification	08/15/2027	4/01/2028
Sales Data Collection & Analyses	08/15/2027	4/01/2028
Commercial, Industrial Public Utility and Exempt Data Verification and Collection	01/15/2028	4/21/2028
Data Mailers	6/01/2028	
Land Study- Valuation Analyses	4/01/2028	6/21/2028
Building Permits	On-going	
Building Cost Manual	4/01/2028	5/01/2028
Field Review of Values Residential	5/01/2028	7/21/2028
Income & Expense Statements -Valuation Analysis	6/01/2028	8/15/2028
Integration of CAMA Software with Current Administrative Software	N/A	
Field Review of Values Commercial, Industrial, Public Utility and Exempt	7/01/2028	8/15/2028
Assessor Value Review	10/15/2028	10/31/2028
Final Valuations –Residential		10/10/2028
Final Valuations -Commercial/Industrial/Exempt		10/10/2028
Final Valuations -Properties that have changed since final values, Including properties with building permits		10/10/2028
Assessment Change Notices & PRC's Mailed	11/07/2028	11/08/2028
Informal Hearings	11/30/2028	12/20/2028
Notices of Results of Informal Hearings Mailed	12/20/2028	12/30/2028
Property Record Cards Printed and Delivered to Assessor	12/20/2028	12/30/2028
Changed Property Record Cards Printed and Delivered to Assessor	12/20/2028	12/30/2028
Training of Board of Assessment Appeals Members	1/02/2029	1/03/2029
Revaluation Complete through BAA		1/03/2029
Litigation Support	As needed	

<b>TOWN OF LISBON</b>	<b>START DATE</b>	<b>FINISH DATE</b>
Project Duration	08/01/2025	12/30/2026
Bonding and Project Start-Up	On-going	
Public Information Program	On-going	
Residential Data Collection & Verification	08/15/2025	4/01/2026
Sales Data Collection & Analyses	08/15/2025	4/01/2026
Commercial, Industrial Public Utility and Exempt Data Verification and Collection	01/15/2026	4/21/2026
Data Mailers	6/01/2026	
Land Study- Valuation Analyses	4/01/2026	6/21/2026
Building Permits	On-going	
Building Cost Manual	4/01/2026	5/01/2026
Field Review of Values Residential	5/01/2026	7/21/2026
Income & Expense Statements -Valuation Analysis	6/01/2026	8/15/2026
Integration of CAMA Software with Current Administrative Software	N/A	
Field Review of Values Commercial, Industrial, Public Utility and Exempt	7/01/2026	8/15/2026
Assessor Value Review	10/15/2026	10/31/2026
Final Valuations –Residential		10/10/2026
Final Valuations -Commercial/Industrial/Exempt		10/10/2026
Final Valuations -Properties that have changed since final values, Including properties with building permits		10/10/2026
Assessment Change Notices & PRC's Mailed	11/07/2026	11/08/2026
Informal Hearings	11/30/2026	12/20/2026
Notices of Results of Informal Hearings Mailed	12/20/2026	12/30/2026
Property Record Cards Printed and Delivered to Assessor	12/20/2026	12/30/2026
Changed Property Record Cards Printed and Delivered to Assessor	12/20/2026	12/30/2026
Training of Board of Assessment Appeals Members	1/02/2027	1/03/2027
Revaluation Complete through BAA		1/03/2027
Litigation Support	As needed	

<b>TOWN OF PLAINFIELD</b>	<b>START DATE</b>	<b>FINISH DATE</b>
Project Duration	8/01/2026	12/30/2027
Bonding and Project Start-Up	On-going	
Public Information Program	On-going	
Residential Data Collection & Verification	8/01/2026	4/01/2027
Sales Data Collection & Analyses	8/01/2026	4/01/2027
Commercial, Industrial Public Utility and Exempt Data Verification and Collection	9/01/2026	4/21/2027
Data Mailers	6/01/2027	
Land Study- Valuation Analyses	4/01/2027	6/21/2027
Building Permits	On-going	
Building Cost Manual	4/01/2027	5/01/2027
Field Review of Values Residential	5/01/2027	7/21/2027
Income & Expense Statements -Valuation Analysis	6/01/2027	8/15/2027
Integration of CAMA Software with Current Administrative Software	N/A	
Field Review of Values Commercial, Industrial, Public Utility and Exempt	7/01/2027	8/15/2027
Assessor Value Review	10/15/2027	10/31/2027
Final Valuations –Residential		10/10/2027
Final Valuations -Commercial/Industrial/Exempt		10/10/2027
Final Valuations -Properties that have changed since final values, Including properties with building permits		10/10/2027
Assessment Change Notices & PRC's Mailed	11/07/2027	11/08/2027
Informal Hearings	11/30/2027	12/20/2027
Notices of Results of Informal Hearings Mailed	12/20/2027	12/30/2027
Property Record Cards Printed and Delivered to Assessor	12/20/2027	12/30/2027
Changed Property Record Cards Printed and Delivered to Assessor	12/20/2027	12/30/2027
Training of Board of Assessment Appeals Members	1/02/2028	1/03/2028
Revaluation Complete through BAA		1/03/2028
Litigation Support	As needed	

<b>TOWN OF POMFRET</b>	<b>START DATE</b>	<b>FINISH DATE</b>
Project Duration	8/01/2028	12/30/2029
Bonding and Project Start-Up	On-going	
Public Information Program	On-going	
Residential Data Collection & Verification	8/01/2028	4/01/2029
Sales Data Collection & Analyses	8/01/2028	4/01/2029
Commercial, Industrial Public Utility and Exempt Data Verification and Collection	9/01/2028	4/21/2029
Data Mailers	6/01/2029	
Land Study- Valuation Analyses	4/01/2029	6/21/2029
Building Permits	On-going	
Building Cost Manual	4/01/20205	5/01/2029
Field Review of Values Residential	5/01/2029	7/21/2029
Income & Expense Statements -Valuation Analysis	6/01/2029	8/15/2029
Integration of CAMA Software with Current Administrative Software	N/A	
Field Review of Values Commercial, Industrial, Public Utility and Exempt	7/01/2029	8/15/2029
Assessor Value Review	10/15/2029	10/31/2029
Final Valuations –Residential		10/10/2029
Final Valuations -Commercial/Industrial/Exempt		10/10/2029
Final Valuations -Properties that have changed since final values, Including properties with building permits		10/10/2029
Assessment Change Notices & PRC's Mailed	11/07/2029	11/08/2029
Informal Hearings	11/30/2029	12/20/2029
Notices of Results of Informal Hearings Mailed	12/20/2029	12/30/2029
Property Record Cards Printed and Delivered to Assessor	12/20/2029	12/30/2029
Changed Property Record Cards Printed and Delivered to Assessor	12/20/2029	12/30/2029
Training of Board of Assessment Appeals Members	1/02/2030	1/03/2030
Revaluation Complete through BAA		1/03/2030
Litigation Support	As needed	

<b>TOWN OF SPRAGUE</b>	<b>START DATE</b>	<b>FINISH DATE</b>
Project Duration	8/01/2026	12/30/2027
Bonding and Project Start-Up	On-going	
Public Information Program	On-going	
Residential Data Collection & Verification	8/01/2026	4/01/2027
Sales Data Collection & Analyses	8/01/2026	4/01/2027
Commercial, Industrial Public Utility and Exempt Data Verification and Collection	9/01/2026	4/21/2027
Data Mailers	6/01/2027	
Land Study- Valuation Analyses	4/01/2027	6/21/2027
Building Permits	On-going	
Building Cost Manual	4/01/2027	5/01/2027
Field Review of Values Residential	5/01/2027	7/21/2027
Income & Expense Statements -Valuation Analysis	6/01/2027	8/15/2027
Integration of CAMA Software with Current Administrative Software	N/A	
Field Review of Values Commercial, Industrial, Public Utility and Exempt	7/01/2027	8/15/2027
Assessor Value Review	10/15/2027	10/31/2027
Final Valuations –Residential		10/10/2027
Final Valuations -Commercial/Industrial/Exempt		10/10/2027
Final Valuations -Properties that have changed since final values, Including properties with building permits		10/10/2027
Assessment Change Notices & PRC's Mailed	11/07/2027	11/08/2027
Informal Hearings	11/30/2027	12/20/2027
Notices of Results of Informal Hearings Mailed	12/20/2027	12/30/2027
Property Record Cards Printed and Delivered to Assessor	12/20/2027	12/30/2027
Changed Property Record Cards Printed and Delivered to Assessor	12/20/2027	12/30/2027
Training of Board of Assessment Appeals Members	1/02/2028	1/03/2028
Revaluation Complete through BAA		1/03/2028
Litigation Support	As needed	

<b>TOWN OF UNION</b>	<b>START DATE</b>	<b>FINISH DATE</b>
Project Duration	8/01/2027	12/30/2028
Bonding and Project Start-Up	On-going	
Public Information Program	On-going	
Residential Data Collection & Verification	8/01/2027	4/01/2028
Sales Data Collection & Analyses	8/01/2027	4/01/2028
Commercial, Industrial Public Utility and Exempt Data Verification and Collection	9/01/2027	4/21/2028
Data Mailers	6/01/2028	
Land Study- Valuation Analyses	4/01/2028	6/21/2028
Building Permits	On-going	
Building Cost Manual	4/01/2028	5/01/2028
Field Review of Values Residential	5/01/2028	7/21/2028
Income & Expense Statements -Valuation Analysis	6/01/2028	8/15/2028
Integration of CAMA Software with Current Administrative Software	N/A	
Field Review of Values Commercial, Industrial, Public Utility and Exempt	7/01/2028	8/15/2028
Assessor Value Review	10/15/2028	10/31/2028
Final Valuations –Residential		10/10/2028
Final Valuations -Commercial/Industrial/Exempt		10/10/2028
Final Valuations -Properties that have changed since final values, Including properties with building permits		10/10/2028
Assessment Change Notices & PRC's Mailed	11/07/2028	11/08/2028
Informal Hearings	11/30/2028	12/20/2028
Notices of Results of Informal Hearings Mailed	12/20/2028	12/30/2028
Property Record Cards Printed and Delivered to Assessor	12/20/2028	12/30/2028
Changed Property Record Cards Printed and Delivered to Assessor	12/20/2028	12/30/2028
Training of Board of Assessment Appeals Members	1/02/2029	1/03/2029
Revaluation Complete through BAA		1/03/2029
Litigation Support	As needed	



<b>TOWN OF WOODSTOCK</b>	<b>START DATE</b>	<b>FINISH DATE</b>
Project Duration	12/21/2024	1/30/2026
Bonding and Project Start-Up	On-going	
Public Information Program	On-going	
Residential Data Collection & Verification	12/15/2024	7/01/2025
Sales Data Collection & Analyses	1/15/2025	7/01/2025
Commercial, Industrial Public Utility and Exempt Data Verification and Collection	2/15/2025	7/21/2025
Data Mailers	6/01/2025	
Land Study- Valuation Analyses	4/01/2025	7/21/2025
Building Permits	On-going	
Building Cost Manual	4/01/2025	6/01/2025
Field Review of Values Residential	5/01/2025	9/21/2025
Income & Expense Statements -Valuation Analysis	6/01/2025	10/15/2025
Integration of CAMA Software with Current Administrative Software	N/A	
Field Review of Values Commercial, Industrial, Public Utility and Exempt	7/01/2025	10/15/2025
Assessor Value Review	11/15/2025	11/31/2025
Final Valuations –Residential		12/10/2025
Final Valuations -Commercial/Industrial/Exempt		12/10/2025
Final Valuations -Properties that have changed since final values, Including properties with building permits		12/10/2025
Assessment Change Notices & PRC's Mailed	12/07/2025	12/08/2025
Informal Hearings	12/15/2025	01/20/2026
Notices of Results of Informal Hearings Mailed	1/12/2026	1/28/2026
Property Record Cards Printed and Delivered to Assessor	12/20/2025	1/29/2026
Changed Property Record Cards Printed and Delivered to Assessor	12/20/2025	1/30/2026
Training of Board of Assessment Appeals Members	1/02/2026	1/30/2026
Revaluation Complete through BAA		1/30/2026
Litigation Support	As needed	

## Schedule D

### **REVALUATION OF PROPERTIES**

#### **I. DEFINITIONS**

The following terms used in this Schedule D and Schedules E and H shall have the following meanings:

- a. **ASSESSOR** The word "ASSESSOR" shall mean the duly appointed Assessor of each PARTICIPATING TOWN then performing its revaluation in accordance with the schedule in Schedule B unless stated otherwise.
- b. **CAMA** The abbreviation "CAMA" means a Computer-Assisted Mass Appraisal system.
- c. **CONTRACT** The word "CONTRACT" shall mean this Regional Revaluation Contract and its attached Schedules and Exhibits.
- d. **CONTRACTOR** The word "CONTRACTOR" shall mean Vision Government Solutions, Inc.
- e. **PROJECT** The word "PROJECT" shall mean the revaluation and reappraisal of all taxable and tax-exempt real property within the corporate limits of each PARTICIPATING TOWN and for the REVALUATION DATES as specified in Schedule B.
- f. **REVALUATION DATE** The phrase "REVALUATION DATE" shall mean October 1 of the revaluation year for each TOWN as specified in Schedule B.
- g. **TOWN** The word "TOWN" shall mean the Participating Town then performing its revaluation as specified in Schedule B, unless stated otherwise.

#### **II. INFORMATION AND BUILDING COST SCHEDULES**

##### **A. INFORMATION**

1. Information to TOWN  
The CONTRACTOR shall give to the ASSESSOR any and all information requested pertaining to the PROJECT for a period of one year after completion of the duties of the Board of Assessment Appeals on the Revaluation Grand List, without any additional cost to the TOWN.
2. Work Schedule  
Throughout the appraisal process, the CONTRACTOR shall satisfy all requests made by the ASSESSOR for information as to the CONTRACTOR'S planned work schedule for the PROJECT, personnel employed on the PROJECT, appraisal methods and procedures utilized, and the status of the work. Written monthly status reports are required to be filed with the ASSESSOR throughout the duration of the PROJECT.
3. Discrepancy Report  
When field inspections are completed, the CONTRACTOR shall compile a report, which lists all discrepancies between the property information listed on, the current property record cards in the office of the ASSESSOR and the information collected during the field inspection. The report shall list major differences such as construction and improvements

that may have taken place on the property since the last inspection of the property. Major differences would include square footage, interior improvements, additions, outbuildings, and yard improvements.

4. Periodic Status Reports

The CONTRACTOR shall submit to the ASSESSOR monthly status reports as well as any work completed that is to be reviewed by the ASSESSOR. The report shall contain specifics as to the work completed and the work to be done in the next month. The ASSESSOR shall review and evaluate the progress of the PROJECT, and shall notify the CONTRACTOR whether the work performed is satisfactory and timely.

5. Transmittal Of Records To The ASSESSOR

Regular periodic delivery of appraisals, as completed, shall be turned over to the ASSESSOR for review. All appraisals of buildings either completed or under construction and all completed and corrected records shall be turned over to the ASSESSOR by the dates specified in the schedule agreed upon by the ASSESSOR. All documentation employed in conjunction with this program, shall become the property of the ASSESSOR. The final inspection and review shall take into consideration any known or apparent changes in the individual property since it was first inspected in order that the final appraisal of property shall be made as of the Revaluation Grand List. This information and/or appraisal or record shall not be made public until after the informal hearings, except to the extent that public access may be compulsory under the provisions of applicable law.

6. Certification

The CONTRACTOR shall meet all requirements set forth in the CONTRACT and no exceptions and or amendments may be made unless expressly authorized by the ASSESSOR. The ASSESSOR must certify that the values resulting from this PROJECT represent 70% of the fair market value pursuant to Section 12-63 of the Connecticut General Statutes. As a condition of a successful project completion, the CONTRACTOR'S work product must meet all certification requirements of the ASSESSOR and the Connecticut Office of Policy and Management.

B. BUILDING COST SCHEDULES

1. General

The CONTRACTOR shall prepare for usage in the program as hereinafter specified, building cost schedules. These schedules will reflect the unit-in-place method based upon the square foot or cubic foot area of building as applicable. These schedules shall be used in computing the replacement cost in the TOWN for all residential, commercial, industrial, public utilities, exempt and agricultural construction. They shall reflect the wage scale for the various trades, labor efficiencies, overhead, profit, engineer and architect fees and all other direct and indirect costs of construction. Before final acceptance, they shall be proven by testing against known sales. The ASSESSOR shall approve all finalized schedules before adoption and usage by the CONTRACTOR.

2. Types of Cost Schedules

a. Residential

Residential cost schedules shall include schedules for various classifications, types, models, and story heights on a per square foot basis, normally associated with residential buildings. The schedule shall be flexible with special sections reflecting the various additions and deductions for construction components from

the base specifications, along with prices for different types of heating systems, bathrooms, porches, breezeways, attached, detached, and basement garages, and schedules for other building improvements usually found on residential property including but not limited to swimming pools, barns, sheds, tennis courts, gazebos, and hot tubs.

- b. Commercial  
Commercial building cost schedules shall be prepared in unit costs of materials in place and charted on a per square foot basis, and shall be prepared for various story heights and contain all the additions and deductions for construction components from base specifications.
  - c. Industrial and Special Structures  
Cost schedules for industrial and special purpose structures shall be prepared in unit costs of material in place and charted on a per square foot basis, and shall contain all the additions and deductions for construction components from base specifications.
  - d. Farm  
Cost schedules for farm structures shall be prepared for square foot and cubic foot costs for various types of farm buildings including but not limited to: barns, sheds, and coops.
3. Depreciation Schedules  
Depreciation schedules or methods to be used in determining the amount of depreciation shall reflect the normal and accepted depreciation rates of buildings according to classification. These schedules or methods shall cover residential, commercial, industrial, farm, and special use buildings and all be approved by the ASSESSOR.
  4. Schedules for TOWN  
The CONTRACTOR shall supply and leave for the TOWN, not less than two (2) copies of all of the above required building cost schedules and depreciation schedules for the TOWN'S usage, one copy of which shall be turned over to the ASSESSOR upon approval of the schedules.

### **III. APPRAISAL SPECIFICATIONS**

#### **A. APPRAISAL OF LAND**

The CONTRACTOR shall appraise all land within the TOWN: residential, commercial, industrial, agricultural, special use, exempt and public utility, both vacant and improved.

1. Land Inspection  
The CONTRACTOR shall make an inspection of each plot or lot and note topographical irregularities, such as high banks and steep slopes or anything else, which may detract from the usefulness and value of the land.
2. Land Value Study  
Land shall be valued on the basis of an analysis of all sales data occurring during the three-year period prior to October 1 of the Revaluation Year (or such other reasonable period as deemed necessary by the ASSESSOR). The analysis and application of sales data shall be governed by procedures and techniques expressly approved by the ASSESSOR.

The CONTRACTOR shall make a careful investigation of this data and shall consult owners, real estate agents, banks and other sources for information relative to sales of properties within the TOWN. All factors affecting the final values of land shall be considered, such as location, zoning, utilities, size, vacancy, form of ownership, non-conforming uses, zoning variances and those factors that might affect land value such as topographical irregularities, high banks, steep slopes and other factors that may detract from or add to the usefulness of the land.

This study shall be set out in a written report delivered to the Assessor required by the CONTRACT.

2. Land Value Unit

The CONTRACTOR shall prepare land unit values by acreage or fractional acreage; whichever in the judgment of the CONTRACTOR and ASSESSOR most accurately reflects the market for the appraised land.

3. Land Value Map

The CONTRACTOR shall delineate the land value units on all streets and acreage in the TOWN on a suitable map to be provided by the TOWN. The land value map shall be returned to the TOWN prior to the completion of the PROJECT.

4. Neighborhood Delineation

After consideration of the environmental, economic and social characteristics of the TOWN, the CONTRACTOR shall, with the cooperation and approval of the ASSESSOR, delineate "neighborhood" units within the TOWN. Each neighborhood unit will, in the CONTRACTOR'S opinion, exhibit homogeneous characteristics. Each neighborhood unit will be assigned a separate identification code, which will be used for valuation. These neighborhood codes shall be recorded and maintained on all property record cards and the computer database.

B. APPRAISAL OF RESIDENTIAL BUILDINGS AND STRUCTURES

The CONTRACTOR shall make a listing of physical construction details of all residential buildings and structures and all structural improvements appurtenant to residential property in the TOWN, on proper forms as previously covered in these specifications. CONTRACTOR shall also note existence of any in-home business or use of property other than its classification.

1. Data Mailers

The Contractor will send data mailers via first-class mail to the registered owners of all improved properties. These data mailers will not include return envelopes.

The Contractor is to review all data mailers and rectify all discrepancies between data received and data on file.

2. Pre-Inspection Letters

The Town will be responsible for the mailing of any pre-inspection letters.

3. Interior Inspections

The CONTRACTOR shall guarantee to make a careful inspection of the complete interior of at least 95% of all properties that need to be inspected as calculated below:

- a. The total number of properties needing inspection shall be the lesser of the number of improved properties not inspected within the last ten (10) years, or fifty percent (50%) of the total number of improved properties within the TOWN, which shall include:
- properties with major data mailer discrepancies,
  - sold properties that will be utilized in the sales analysis,
  - properties with outstanding building permits as of August 1 of the revaluation year,
- MINUS**
- those properties wherein the owner refuses permission to inspect, in accordance with subsection c below,
  - properties whose owners have not answered letters requesting an appointment for inspection.
- b. The data collector shall have each interior inspection verified, including the date of the inspection, by having an adult owner or resident of each building or dwelling unit sign the data collection form.
- c. When entrance to a building for an inspection is refused, the data collector shall make note of the fact and within two (2) working days, notify the ASSESSOR of the fact in writing, giving the facts as to the time of the visit and if possible, the name of the party refusing entrance and other pertinent information. The ASSESSOR shall review the situation, and if the ASSESSOR shall be unable to gain the cooperation of the party involved, the ASSESSOR shall so notify the CONTRACTOR, and the CONTRACTOR shall proceed to estimate the value of the building on the basis of facts ascertainable without entry and make adequate notations of the lack of cooperation, and the manner of arriving at value, conspicuously on the property record card.
- d. The data collection form shall indicate the initials of the data collector and the date(s) of the inspection(s).
- e. Where necessary, the CONTRACTOR shall make one (1) call back. The data collector making such a call back shall duly note the time and date at which the call back was made on the data collection form. Should the Assessor elect, the Contractor can perform the call back after 4:00 pm during a weekday or on a Saturday.
- f. If after one (1) call back, contact was not established with a property owner, a notification letter approved by the ASSESSOR, shall be mailed by the CONTRACTOR, notifying the property owner that the representatives of the CONTRACTOR were not able to make contact, and requesting that within a prescribed time limit the property owner contact the CONTRACTOR, by telephone or mail, for alternative arrangements for the inspection of the property. The timing of the notification letter mailing and subsequent time limit for contact by property owners and arranged inspections is subject to the Assessor's approval.

4. Exterior Inspection

- a. The total properties which shall have an exterior inspection shall be no more than the quantity of properties calculated under 3.a. above.
- b. The perimeter of all improvements shall be carefully reviewed for accuracy against the ASSESSOR'S current records.
- c. If it is evident to the data collector that the existing outline sketch or any part thereof is inaccurate for any reason, it shall be re-measured; or if no sketch presently exists, such as for new construction, the improvements shall be measured to the nearest foot.
- d. Physical data of the parcel shall be recorded on the data collection form at the site.
- e. Existing sketches in the current residential CAMA system and on current commercial and industrial record cards in the ASSESSOR'S office will be made available to the CONTRACTOR for verification.
- f. The CONTRACTOR shall update all physical data on the CAMA System.

5. Review

All properties shall be reviewed in the field by the CONTRACTOR'S personnel qualified as reviewers, as previously prescribed in these specifications.

The properties shall be reviewed for classification, final value, and to assure that their value is correlated to comparable properties. The ASSESSOR shall be notified of the dates of reviewing and be entitled to accompany the reviewers during this phase of the revaluation.

6. Pricing and Valuations

Pricing and valuations of all land and buildings must reflect the fair market value as of the October 1 REVALUATION DATE, and shall be done from and in accordance with the previously approved manuals and schedules.

The final valuation shall be the fair market value of the structures plus the fair market value of the land. In arriving at the fair market value of the structures, replacement cost less depreciation from all causes may be considered along with other factors affecting the value of the property, all of which shall be noted on the property record card.

7. Sales Analyses

Sales analyses of residential properties shall be performed as means of substantiating the values derived. These analyses shall be done on the aggregate of all residential properties, on each of the neighborhoods, on residential properties by type, by classification, age, and size. The sales analyses shall include, at a minimum, sales ratios, mean, median, mode, standard deviation, coefficients of variance and dispersion, price-related differential and confidence rating. Any additional requests for sales analyses by the ASSESSOR shall also be performed. These analyses shall be set out in a written report to the ASSESSOR.

C. APPRAISAL OF COMMERCIAL, INDUSTRIAL, PUBLIC UTILITY, SPECIAL PURPOSE PROPERTIES, AND EXEMPT

1. General

All commercial, industrial, public utility, special purpose, and exempt buildings shall be reviewed, classified and priced in the same manner as residential properties as set forth previously in these specifications, except that the dimensions of all buildings shall also include the height, which shall be recorded on the property record card. CONTRACTOR shall also note any use of property which differs from its classification.

2. Description

All buildings shall be identified and described as to component parts of construction, size, area, usage, and present occupant (s) on the proper forms, as previously prescribed in these specifications.

3. Income Approach

Income and expense data gathered by the TOWN shall be utilized by the CONTRACTOR for income producing and, where appropriate, owner-occupied properties. Any income and expense data with accompanying summary reports and rent schedules shall become property of the TOWN. All information filed and furnished with the income and expense report shall not be a public record and is not subject to the provisions of Section 1-200 et. seq. (Freedom of Information Act) of the Connecticut General Statutes. From these returns and other data sources, such as field investigations and interviews, the CONTRACTOR will establish market or economic rent and expenses for income producing properties. The CONTRACTOR shall also develop capitalization rates by investigating sales and income data. Rates shall be established for the various classes of property and checked by bankers, investors, and appraisers to ensure their accuracy. When the ASSESSOR has approved the rates and methods, the CONTRACTOR shall perform the income approach using both actual and economic income and expenses.

4. Yard and/or Site Improvements

All yard improvements shall be listed and valued separately.

5. Review

A final review and inspection shall be made in the same manner and for the same purposes as prescribed for residential properties. The reviewer shall be completely trained and fully experienced in the appraisal of the particular type and kind of commercial, industrial, public utility or special purpose building; the final value of which he or she is responsible.

D. CONTROL AND QUALITY CHECKS

1. Field Checks

The ASSESSOR shall spot check in the field, properties picked at random by the ASSESSOR, with or without the appropriate CONTRACTOR'S supervisor.

2. Building Permits

The ASSESSOR shall screen and make available on a timely basis to the CONTRACTOR, copies of all building permits issued during the course of the revaluation to allow the inclusion of all new construction, additions, and remodeling in the CONTRACTOR'S appraisals. All building permits outstanding as of August 1st of the revaluation year will be provided by the Assessor and will be inspected by the Contractor.

3. Incomplete Construction

The CONTRACTOR shall provide the ASSESSOR, with a report of all property record cards that have incomplete improvements on the Revaluation Grand List. The property



record card shall show the percentage of completion and reflect the percentage of completion in the valuation as of that date.

4. Sales Analyses

Sales analyses of properties shall be performed as means of substantiating the values derived. These analyses shall be done on the aggregate of all residential properties and on each of the neighborhoods previously delineated. The sales analyses shall include, at minimum, sales ratios, coefficients of dispersion, price-related differential and sold/unsold property test. Any additional requests for sales analyses by the ASSESSOR shall also be performed.

**IV. INFORMATION TO BE DELIVERED TO ASSESSOR**

**A. RECORDS**

Delivery of appraisals shall be in accordance with a schedule agreeable to the ASSESSOR and shall be turned over to the ASSESSOR for review. All appraisals of buildings either complete or under construction, shall be completed as of 2nd Wednesday of October of the revaluation year. All completed and/or corrected records shall be turned over to the ASSESSOR as of January 5 following the revaluation year. The final inspection and review shall take into consideration any known or apparent changes in the individual property since they were first inspected, including building permits, in order that the final appraisal of property shall be appraised as of the October 1 REVALUATION DATE. Please see individual town schedules for dates.

This information and/or appraisals and records shall not be made public until after the informal public hearings, except to the extent public access may be compulsory under the provisions of applicable law.

It is understood and agreed that the reappraisal of properties covered by this agreement shall conform to the procedures and technical requirements of the ASSESSOR and, at least weekly, the Supervisor, shall meet with said ASSESSOR to discuss the progress and various other details of the PROJECT.

**B. REPORTS**

The CONTRACTOR shall deliver to the ASSESSOR all reports required by the CONTRACT, such as the incomplete construction report, informal hearing report, property, manuals, cost schedules, depreciation schedules, land value study, and discrepancy report.

**C. PERFORMANCE-BASED REVALUATION CERTIFICATION**

1. Completion of Certification by CONTRACTOR

The CONTRACTOR shall perform the required statistical analyses and complete the Performance-Based Revaluation Certification as prescribed by the Secretary of the OPM, in accordance with Section 12-62i-1 to 12-62i-8 of the Regulations of Connecticut State Agencies.

2. Notice of Method

The CONTRACTOR shall notify the ASSESSOR, not later than October 1 REVALUATION DATE, which of the two methods available for certification (Ratio Testing Standards or Procedural Testing Standards) that the CONTRACTOR will use for the certification process.

3. Compliance

If the revaluation is not in compliance with the required statistical analysis the CONTRACTOR shall make such adjustments to the appraisal of the properties to ensure compliance with the said requirements.

V. **OTHER TASKS TO BE COMPLETED BY CONTRACTOR**

A. ASSESSMENT NOTICES

Per the schedule of the project tasks, a notice shall be sent, at the CONTRACTOR'S expense by first class mail, to each property owner of record, setting forth the valuation that has been placed upon the property identified in the notice, prepared in duplicate and in conformity with the Connecticut General Statutes. The CONTRACTOR will provide the needed information for the notice, to include the Board of Assessment Appeals process as specified in Section 12-111 of the Connecticut General Statutes. Also enclosed with such notice shall be information specifying the dates, times and places of the informal public hearings. Such notices shall be subject to approval by the ASSESSOR.

B. INFORMAL PUBLIC HEARINGS

At a time and place mutually agreeable to the ASSESSOR and the CONTRACTOR, but not later than November 30<sup>th</sup> of the revaluation year (December 15th for Woodstock), and following completion of all review work by the ASSESSOR and the CONTRACTOR, the CONTRACTOR shall hold public hearings so that owners of property or their legal representatives may appear at specified times to discuss with qualified members of the CONTRACTOR'S staff, the valuations of their property. The CONTRACTOR'S personnel shall explain the manner and methods of arriving at value.

The CONTRACTOR, in conjunction with recommendations of the ASSESSOR, shall schedule a sufficient number of hearings and provide sufficient personnel to handle said hearings expeditiously and fairly. Any information offered by the taxpayer or their legal representative shall be given consideration, and adjustments shall be made where warranted.

The CONTRACTOR shall keep a record, on a form approved by the ASSESSOR, of all those owners that requested a hearing and the result of that hearing. A copy of those records shall be given to the ASSESSOR.

The CONTRACTOR shall be responsible for sending notice, by First Class mail at the CONTRACTOR'S expense, to each taxpayer or his or her legal representative who appears at these hearings seeking a review of valuation. Such notice shall include the original valuation determined by the CONTRACTOR and any adjusted valuation as deemed appropriate based on any information received at such hearing, or a statement that no change is warranted. Such notice shall be subject to approval by the ASSESSOR.

C. BOARD OF ASSESSMENT APPEALS

The CONTRACTOR shall have a qualified member of the CONTRACTOR'S staff, approved by the ASSESSOR, available for attendance at any deliberations of the Board of Assessment Appeals held after the completion of the revaluation, Sundays excluded, but such availability and attendance shall not be required after the date for the completion of the duties of the Board of Assessment Appeals on the Revaluation Grand List, to assist in the settlement of complaints and to explain the valuations made.

D. LITIGATION

In the event of appeal to the courts, either pursuant to Section 12-117a, Section 12-118 or Section 12-119 of the Connecticut General Statutes (as amended from time to time), the CONTRACTOR shall furnish a competent witness or witnesses with first-hand knowledge of the PROJECT to defend the valuation of the properties appraised until final adjudication it being understood that the CONTRACTOR'S per diem rate in Schedule G-2 will be charged. If an action arises to revoke the Revaluation Grand List, the CONTRACTOR shall provide competent witnesses to defend the revaluation at no cost to the TOWN.

1. Narrative Reports

Should court testimony be required, a fully documented narrative report will be presented. This report will include at a minimum: purpose of the appraisal, scope and function of the appraisal, property rights appraised, definitions of market value, identification of property, regional data, town data, neighborhood data, zoning information, tax information, location and site data, description of improvements present use, highest and best use, valuation method, cost approach, sales comparison approach, reconciliation, limiting conditions and certification and photographs of the subject. An appraiser who holds a general certification in the State of Connecticut will prepare such reports.

2. Assessment Change

The CONTRACTOR shall not be held responsible for any assessment changed from the original valuation figure by parties other than the CONTRACTOR

## SCHEDULE E

### **TASKS THAT PARTICIPATING TOWNS CAN REQUEST FOR ADDITIONAL FEES (Litigation Services)**

In the event of appeal to the courts, either pursuant to Section 12-117a, Section 12-118 or Section 12-119 of the Connecticut General Statutes (as amended from time to time), the CONTRACTOR shall furnish a competent witness or witnesses with first-hand knowledge of the PROJECT to defend the valuation of the properties appraised until final adjudication. Should court testimony be required, a fully documented narrative report will be presented. This report will include at a minimum: purpose of the appraisal, scope and function of the appraisal, property rights appraised, definitions of market value, identification of property, regional data, town data, neighborhood data, zoning information, tax information, location and site data, description of improvements present use, highest and best use, valuation method, cost approach, sales comparison approach, reconciliation, limiting conditions and certification and photographs of the subject. An appraiser who holds a general certification in the State of Connecticut will prepare such reports.

Any days in litigation participation, litigation preparation, narrative report preparation, or any other days spent outside of assisting with the Board of Assessment Appeals will be billed at the per diem rate indicated on SCHEDULE G-2.

**SCHEDULE F**

**SOFTWARE**

Brooklyn	Vision
Canterbury	Vision
Chaplin	Vision
Eastford	eQuality
Griswold	Vision
Hampton	Vision
Killingly	eQuality
Lisbon	Vision
Plainfield	Vision
Pomfret	Vision
Sprague	Vision
Union	Vision
Woodstock	Vision

OPTIONAL services to Killingly and Eastford to convert to Vision 8 CAMA software and perform the revaluation on the Version 8 platform at no additional cost. Software detailed below. Should a town select this option, they would execute separate Software Implementation and Subscription agreements with Vision.

CAMA Software: We are proposing the option of utilizing our Vision 8 *Appraisal Vision*<sup>®</sup> CAMA software for the revaluation. This option includes a 5-Users, Conversion of the Live data, and training. We will need to obtain the electronic data in an ASCII file format along with an unambiguous file layout and existing field cards from the Town. For sketches, the Town will need to provide sketch data in a non-proprietary traverse/string language format which shows “pen” movements for each sketch shape and links each shape to its associated sketch label. The data shall also include pointers from which we can derive spatial relationship between shapes. We have also included our GIS module, which would integrate the Town’s GIS into CAMA. We have not included any hardware in this option.

CAMA database integration (bridging): If the optional Vision CAMA is selected Vision we will provide our standard export, which allows the Town to create a file that can be copied to the network and uploaded to the Town’s billing software. We have not included any custom programming within our proposal. The Town or the Town’s billing software vendor is responsible for all costs associated with the upload into the billing system.

SCHEDULE G-1

SCHEDULE OF FEES

The Contractor shall charge \$29.00 per parcel as its total fee to perform the regional revaluation services described in this Contract. For example, if the Contractor performs the revaluation services described in this Contract on 40,351 parcels over the Term, the Contractor shall charge a total of \$1,170,179, of which \$234,035.80 shall be paid to the Contractor annually over a five year period in accordance with each Participating Town’s schedule as shown in the attached Individual Town Payment Schedule.

For invoicing purposes, the total fees for revaluation services for each Participating Town shall be broken down by the following tasks according to the corresponding percentage of total and the annual payment shall be broken down shown on the attached Individual Town Payment Schedule.

Billable Actions	% of Total
Bonding and Start Up	10.00%
Data Collection/Verification- Residential	40.00%
Data Collection/Verification - Commercial	7.0%
Data Mailers	7.0%
Valuation Analysis, Land Study	5.5%
Valuation Analysis, Building Cost	4.5%
Valuation Analysis, Income & Expense Statements	1.0%
Field Review - Residential	12.5%
Field Review - Commercial/Industrial/Exempt	4.0%
Final Valuations - Residential	1.5%
Final Valuations - Commercial/Industrial/Exempt	0.5%
Final Valuations - Changes Since Final Values (permits, etc.)	0.5%
Assessment Notices with PRC’s Mailed	2.0%
Informal Hearings Completed & Final Adjustments	3.0%
Training of Board of Assessment Appeal members	0.5%
Board of Assessment Appeals Completion of Duties	0.5%
Total	100%

**SCHEDULE G-2**

**SCHEDULE OF ADDITIONAL FEES**

**LITIGATION:**

In accordance with SCHEDULE E, any days in litigation participation, litigation preparation, narrative report preparation, or any other days spent outside of assisting with the Board of Assessment Appeals will be billed at the per diem rate of One Thousand Two Hundred Dollars (\$1,200).

State Certified Revaluation Appraiser	\$1,200 per day
State Certified General Real Estate Appraiser	\$1,200 per day

**IMAGING SERVICES:**

Should a Participating Town elect for new images for all improved or parcels included in the data collection program, the cost would be \$2.75 per image/parcel. For imaging service on an individual basis, the cost would be \$3.75 per image/parcel. These costs include the image capturing and associated data entry services into the CAMA system. Should the community request more than one image taken for a parcel(s), there would be an additional cost of 50 cents per image.

**ADDITIONAL DATA COLLECTION:**

Should a Participating Town elect for additional on-site data collection services beyond the 50% included in the contract, the cost would be \$26 per parcel. This cost includes the associated field cards and data entry services.

## SCHEDULE H

### ITEMS TO BE FURNISHED BY EACH PARTICIPATING TOWN

1. Maps - Each TOWN shall furnish the most up to date TOWN Tax Maps that are currently available showing streets, and property lines and boundaries.
2. Land Dimensions - The TOWN will make available lot sizes and total acreage to the CONTRACTOR of all pieces of property where the map or present records fail to disclose measurement or acreage.
3. Zoning - The TOWN will make available current TOWN zoning regulations and zoning maps.
4. Existing Property Record Cards - The TOWN will make available the present property record cards and present data bases for use by the CONTRACTOR. Data accuracy to the most recent Grand List is the responsibility of the TOWN.
5. Property Transfers - The TOWN shall notify the CONTRACTOR, on a regular basis, of property splits and transfers occurring after the initial creation of the revaluation database by the CONTRACTOR. The CONTRACTOR shall update the revaluation database as necessary.
6. Building Permits - The TOWN shall make available copies of all building permits issued during the course of the revaluation project up to October 1 of the revaluation year.
7. Income and Expense Forms - The TOWN shall make available all copies of the Income and Expense information received by the TOWN for the three (3) years preceding the revaluation year. All information filed and furnished shall not be a public record and is not subject to the provisions of Section 1-200 et. seq. (Freedom of Information Act) of the Connecticut General Statutes.
8. Signing of Communications - The TOWN shall sign, by the ASSESSOR, communication to be mailed at the CONTRACTOR'S expense, for the purpose of contacting a property owner for inspection of the property and/or obtaining the property owner's income and expense information if such is needed for the income approach to value of commercial or industrial properties.
9. Mailing Address - The TOWN shall make available through the ASSESSOR'S or Tax Collector's Office the current mailing address and other relative data that exists on the administrative program for all property owners.
10. Work Area - The TOWN shall furnish to the CONTRACTOR sufficient work area necessary to carry out the terms of the CONTRACT.



**SCHEDULE I**

**NOTICE ADDRESSES**

Attn: Executive Director  
125 Putnam Pike  
Dayville, CT 06241

**Vision Government Solutions, Inc.**

Attn: Contract Administration  
1 Cabot Road #100  
Hudson, MA 01749

**Town of Brooklyn**

Town Hall  
Attn: Town Assessor  
4 Wolf Den Road  
PO Box 356

**Town of Lisbon**

Town Hall  
Attn: Town Assessor  
1 Newent Rd, Lisbon, CT 06351

**Town of Sprague**

Sprague Town Offices  
Attn: Town Assessor  
1 Main Street  
PO Box 162  
Baltic, CT 06330

**Town of Canterbury**

Town Hall  
Attn: Town Assessor  
1 Municipal Drive  
Canterbury, CT 06331

**Town of Plainfield**

Town Hall  
Attn: Town Assessor  
8 Community Avenue  
Plainfield, CT 06374

**Town of Union**

Town Hall  
Attn: Town Assessor  
1043 Buckley Hwy  
Union, CT 06076

**Town of Chaplin**

Town Hall  
Attn: Town Assessor  
495 Phoenixville Road  
Chaplin, CT 06235

**Town of Pomfret**

Town Hall  
Attn: Town Assessor  
5 Haven Road  
Pomfret Center, CT 06259

**Town of Woodstock**

Town Hall  
Attn: Town Assessor  
415 Route 169  
Woodstock, CT 0628

**Town of Eastford**

Town Hall  
Attn: Town Assessor  
16 Westford Road  
Eastford, CT 06242

**Town of Hampton**

Town Hall  
Attn: Town Assessor  
164 Main Street  
Hampton, CT 06247

**Town of Griswold**

Town Hall  
Attn: Town Assessor  
28 Main Street  
Jewett City, CT 06351

**Town of Killingly**

Town Hall  
Attn: Town Assessor  
172 Main Street  
Killingly, CT 06239