

SOUTHEASTERN CONNECTICUT CULTURAL COALITION

NOTES FROM CONVERSATIONS WITH ASSESSORS

CITY/TOWN/BOROUGH	ASSESSOR	PHONE	2017 QUADRENNIAL FILING (M3) OUTREACH
BOZRAH https://www.townofbozrah.org/taxes		(860) 889-2689 ext. 205	TBD
COLCHESTER http://colchesterct.gov/Pages/ColchesterCT_Dept/TA/index	John Chaponis	860 537-7205	<p>Sends out the first notice that the quadrennial report is due in September with M-3 form and cover letter explaining the process. In BOLD on the cover letter it states that failure to file a fully completed application or failure to submit the application may result in the removal and loss of the exemption. If no quadrennial report is received by late October, we send out a reminder notice.</p> <p>If an application is received but was not fully completed, or has omitted attachments, we send out a letter stating that it was incomplete, identify what was missing, and give them two weeks in which to supply the missing data, or fully complete the form. That letter requesting additional information states in BOLD that failure to file the appropriate documentation within the two week period will result in the removal and loss of the exemption.</p>
EAST LYME http://eltownhall.com/government/departments/assessors-office/	Diane Vitagliano, CCMA II	860-739-6931 ext 1107	Notified all nonprofits through a mailing, which included the form and letter explaining the process and deadlines. Quadrennial form available for download on website and for any new nonprofits.
FRANKLIN	Richard J.	(860) 642-	Notified all nonprofits through a mailing, which included the

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https://www.franklinct.com/assessor	Lasky CCMA II	6475, ext. 19	form. Forms are reviewed as they are returned and organizations contacted if any questions or problems.
GRISWOLD (includes Jewett City) http://griswold-ct.org/tax-assessor-office.html	Evelyn A. Spagnolo	860-376-7060 x2106	Notified all nonprofits through a mailing, which included the form. Organizations contacted if any questions or to clarify areas of application.
GROTON http://www.groton-ct.gov/depts/finance/assessment.asp	Mary Gardner, CCMA II	(860) 441-6660	Sent notice of upcoming filing to all nonprofits with information about the new form, required materials and some details about form. Sent form and notification of filing date to all nonprofits. If Assessor had any questions or needed clarification on forms received, nonprofit was notified and given opportunity to clarify and provide more info.
LEBANON http://www.lebanontownhall.org/department.htm?id=ltnacgfx	Emma Sousa, CCMA I	closed W 860-642-6141	Sent notice of upcoming filing in July to all nonprofits with form and deadline. A reminder mailing or phone call if application not received.
LEDYARD http://www.town.ledyard.ct.us/75/Tax-Assessor	Adrianna Hedwall, CCMA II	860-464-3237	TBD
LISBON http://lisbonct.com/assessor.php	Angel Johnstone, CCMA II	860-376-5115	Mailed the form to all nonprofits, used the 2015 version provided by the Assessors Association (each town can determine/use own form). Instructions are on the form. Works with orgs to complete correctly by filing deadline.
LYME https://townlyme.org/town-departments/	Debra Yeomans	860-434-8092 Not Thurs	Sends copy of the form directly to all nonprofits. Assessor knows parcels and would be notified of any new nonprofits in town. Small number of nonprofits.
MONTVILLE http://www.townofmontville.org/Content/Tax_Assessment/	Lucy Beit	860-848-6774	Tax Exempt Organization Application form on website for download.

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NEW LONDON http://ci.new-london.ct.us/content/7429/7431/7441/default.aspx	Paige S. Walton	(860) 437-6317	Nonprofits notified in June. Sent form and cover letter. Follow up in September. Reminder to those who did not file of ability to file late and \$35 fee. Asks for clarification, additional info if needed. Sends letter to those approved. Sends letters to those not approved with explanation of reasons why. Information and downloads available on website.
NORTH STONINGTON https://www.northstoningtonct.gov/assessor	Darryl DelGrosso	(860) 535-2877 ext. 23	Sent the form to nonprofits. If any additional information is needed, the nonprofit is contacted. Available for download on website.
NORWICH http://www.norwichct.org/175/Assessor	Donna Ralston	(860) 823-3722	Organizations notified of filing. Tax Exempt org information on webpage with form. Public notice in newspaper. No clarification or requests for additional information sought from applicants. If there were any questions or concerns about use of property, application denied.
OLD LYME http://www.oldlyme-ct.gov/Pages/OldlymeCT_Assessor/index	Melinda Kronfeld, CCMA II	(860) 434-1605 x 218	Notices mailed to nonprofits on list with standard form.
PRESTON http://www.preston-ct.org/153/Assessor	Mildred Peringer, CCMA II	860-887-5581, ext. 115	Form is mailed 1-2 months in advance with due date of Nov. 1st. Calls made to follow-up and work with organizations to complete if needed. Any new nonprofits usually file with assessor and put on the list for the next filing.
SALEM http://www.salemct.gov/Pages/SalemCT_Assessor/index	Barbara Perry, CCMA II	(860) 859-3873 x 130 Not Fri	Nonprofits notified with a cover letter and form. Any questions or concerns, the nonprofit is contacted to clarify.
	Lynn Byberg	Wed. (860)	TBD

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SPRAGUE http://www.ctsprague.org/department.htm?id=pobbz8gu	CCMAIL	822-3000 Ext. 222	
STONINGTON http://www.stonington-ct.gov/assessment-department	Marsha Standish	(860) 535-5098	All nonprofits received notification and form. Notice of filing date requirement with outline of process, changes, and general info was published in the Town quarterly magazine that is sent to all households and businesses in Town. Any questions or concerns, the nonprofit is contacted to clarify. Information and links to download form posted on website.
VOLUNTOWN http://www.voluntown.gov/assessor/	Jody L. Heon, CCAI	860-376-3927 Mondays 9-3, T 6-8pm	TBD
WATERFORD http://www.waterfordct.org/assessor	Terence Dinnean	(860) 444-5822	Current assessor was not with town at time of quadrennial filing.

General Comments from Assessors:

- Many organizations need to file multiple exemption requests, such as separate properties, cars, or different uses.
- It is the nonprofits' responsibility to file.
- Small towns tend to know parcels and any new nonprofits that come into town.
- Assessors more and more often dealing with attorneys and auditors who complete the forms for the organizations as forms are becoming more complicated for volunteers to fill out.
- Partial tax exemptions are granted in many towns/cities if property is not used for exempt purposes.
- Most Assessors encourage organizations to ask questions and not wait until close to the deadline. Problems are generally due to orgs not reading carefully or not filling out completely.