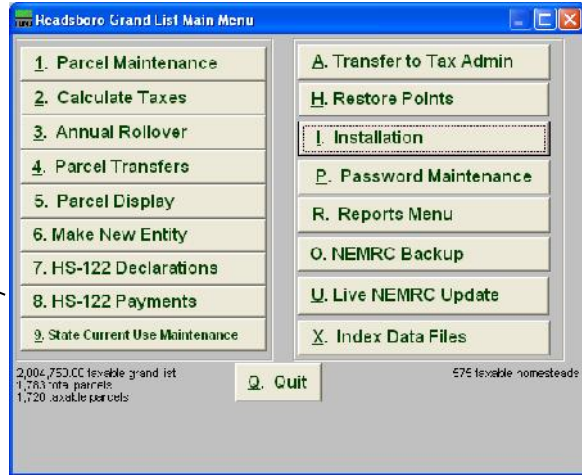
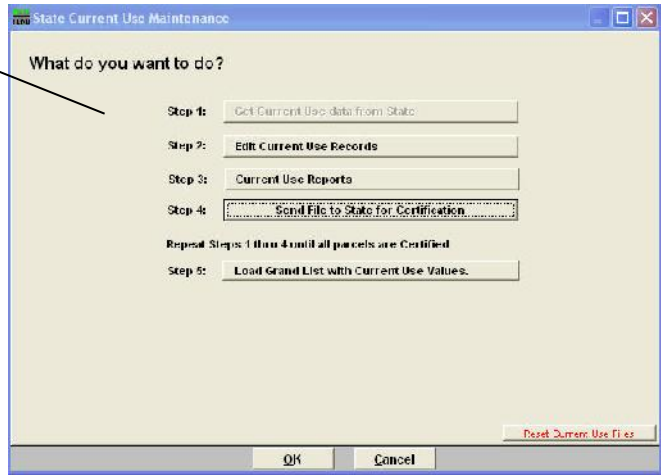


Current Use

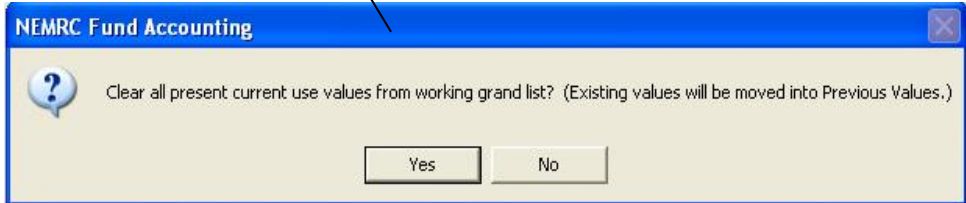
Starting from the **Main Menu** select '**9. State Current Use Maintenance**'. This option will highlight green in color when there are files to be



1. Click this button to download your Current Use files from the State Current Use Program.
This procedure requires you to be connected to the



NOTE: The first time you download, the program will prompt you to move the current use values in your working grand list to the previous current use



2. Click here to begin editing the list of parcels currently enrolled, including new parcels that met the September 1st deadline for enrollment.



Current Use

Columns to pay attention to:

Certified – Record was Certified by CU Dept, **CU Dept Change** – Did CU Dept Make changes to record, **In Sync** – Are values in sync with ‘Parcel Maintenance’, **Validated** – Have the Listers reviewed a record. **Status** – Shows current status of record.

Note: Validated by the Listers. Uncertified or not validated parcels need to be reviewed further.

State Current Use Maintenance ⏪ ⏩ ⏴ ⏵

Double Click a parcel or select a parcel and press the Edit button Edit

Certified	CU Dept Change	In Sync	Validated	Sci	Owner ID	CU ID	Town Pid	Span	Name	Address	Status
Yes		Yes			112 peace 03	7	090261.000	363-112-12411	AKSAN VIRGINIA	PO BOX 299	ACTIVELY ENROLLED
Yes					112 black 26	51	230769.100	363-112-11105	ATKINS JODY	C/O BRIAN GLYNN, JR.	ACTIVELY ENROLLED
Yes		Yes			112 ghia 01	40	220147.000	363-112-11064	ATKINS MARTHA	121 GHIA FARM ROAD	ACTIVELY ENROLLED
Yes		Yes			112 clout 05	44	040426.100	363-112-13732	CLARK JAMES	161 BARKER ROAD	ACTIVELY ENROLLED
Yes		Yes			112 schmi 08	13	020220.000	363-112-12760	FINGER WILLIAM	988 CHAPMAN ROAD	ACTIVELY ENROLLED
Yes		Yes			112 macdo 15	34	040326.400	363-112-13560	FORGAYS IAN	49 SOUTH ST	ACTIVELY ENROLLED
Yes		Yes			112 donne 10	49	200103.000	363-112-10762	GRAHAM ANDREW	DONNELLY, PATRICK H	ACTIVELY ENROLLED
Yes		Yes			112 preed 01	46	040341.000	363-112-12656	HARRIS STEPHEN	34 KENMORE ROAD	ACTIVELY ENROLLED
Yes		Yes			112 gotti 02	33	020211.000	363-112-11134	HUTCHINS RHONDA G	831 CHAMPMAN ROAD	ACTIVELY ENROLLED
Yes		Yes			112 stowe 07	14	040409.000	363-112-12975	JOHNSON JEFF	PO BOX 231	ACTIVELY ENROLLED
Yes					112 glynn 01	12	230769.100	363-112-11105	KENNEDY TIM	5 MASON PLACE	PURGE-DELETE
Yes		Yes			112 buss 08	32	030111.000	363-112-10062	KIMBALL NORMA	512 ROD & GUN CLUB ROAD	ACTIVELY ENROLLED
Yes		Yes			112 josse 02	38	020101.000	363-112-12257	LAMAY WEST, CHRISTO	C/O TEPPER 9 WHEELER RD	ACTIVELY ENROLLED
Yes		Yes	Yes		112 sulpi 01	41	090121.000	363-112-13007	LATHROP LISE	38 HORSESHOE LANE	ACTIVELY ENROLLED
Yes		Yes			112 green 79	39	090208.000	363-112-10012	LAVALLEE LONNIE	NE LAND INVESTMENT, INC/S H	ACTIVELY ENROLLED
Yes		Yes			112 moore 35	29	040426.000	363-112-12113	LINCOLN CEMETERY AS	303 BARKER ROAD	ACTIVELY ENROLLED
Yes		Yes			112 tucke 16	6	100113.000	363-112-13565	LINCOLN LIBRARY	1520 SOUTH HILL RD	ACTIVELY ENROLLED
Yes					112 imery 01	17	100214.000	363-112-13370	LVTREAL LLC	73 EAST HILL ROAD	PURGE-DELETE
Yes		Yes			112 carte 01	2	100241.000	363-112-10460	MARTELL LAWRENCE	TUCKER, WILLIAM, MARCELL	ACTIVELY ENROLLED
Yes		Yes			112 fairb 06	20	070233.000	363-112-13528	MASON BARBARA	504 EAST HILL ROAD	ACTIVELY ENROLLED
Yes		Yes			112 walla 13	36	200246.000	363-112-13011	MEROP KATHRYN	C/O SUSAN BARTON	ACTIVELY ENROLLED
Yes		Yes			112 carte 06	10	100244.000	363-112-10461	MONTAGNE ANTHONY	1821 SOUTH HILL ROAD	ACTIVELY ENROLLED

Find:

Name 1
 SPAN
 Parcel ID
 Return to Use Menu

My

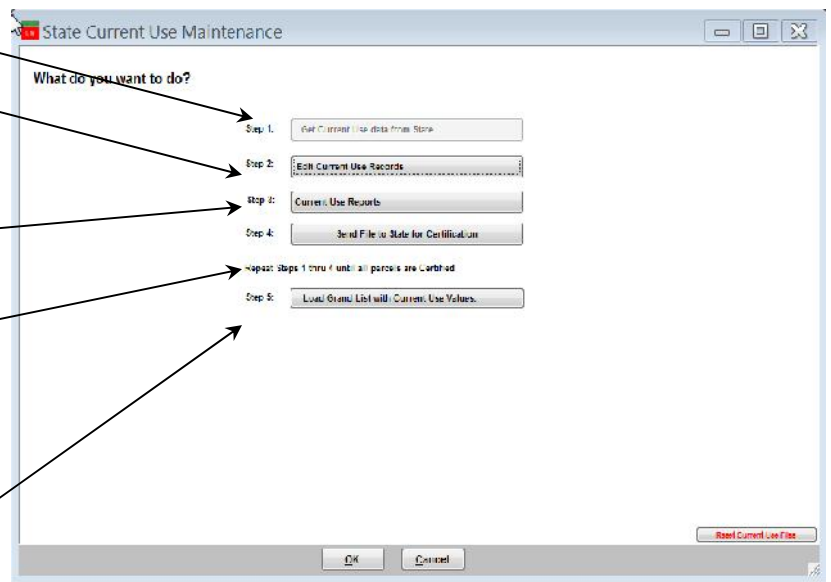
CURRENT USE TIPS

www.nemrc.com

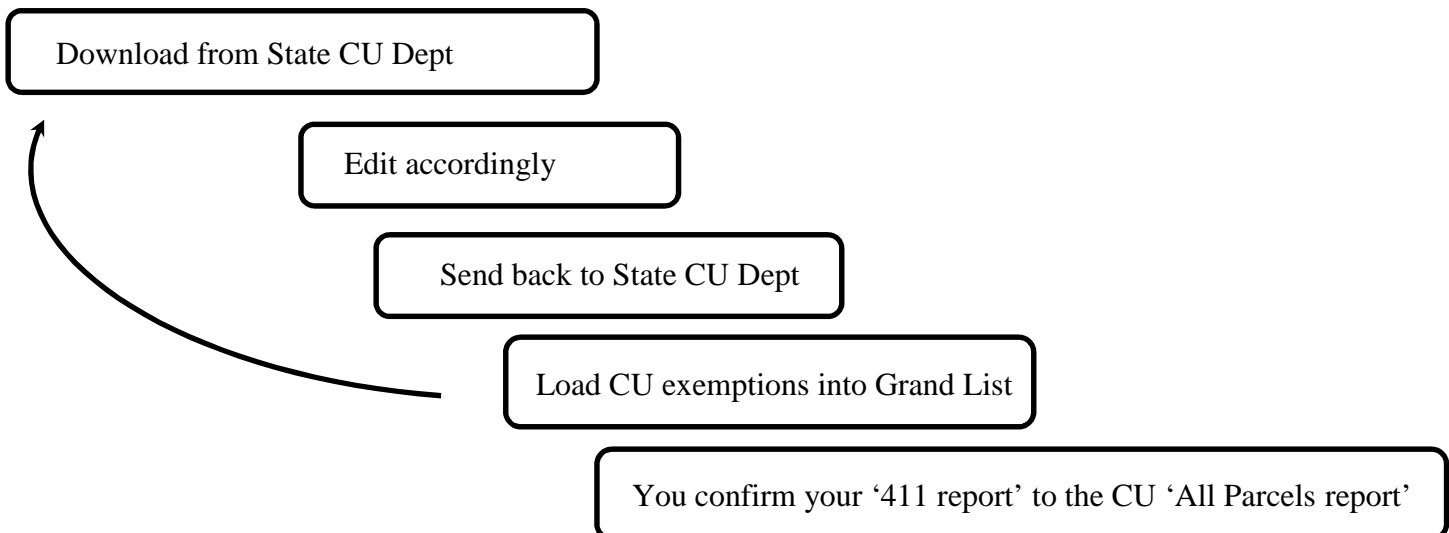
This document will consist of some helpful tips on using the '9 State Current Use Maintenance' in conjunction with your '1 Parcel Maintenance'. These 2 parts of the program are totally separate so you must keep this point in mind at all times.

- '9 State Current Use Maintenance' – was once done via mail.
 - a. Listers would receive CU applications in the Mail.
 - b. They would manually edit the information on each record then mail the information back to the State CU department.
 - c. Manually update the Current use exemption on the 'Value / Exempt tab' of '1 Parcel Maintenance' in their grand list.
- Now this process is done electronically so the process is much faster but you still have to check your data. Below is a screen of the '9 State Current Use Maintenance'

1. Download CU file from the State
2. Edit Each record accordingly. Each record must be 'Validated' by the listers before the file can be sent back to the State CU Dept.
3. Review any reports necessary
4. Send the file back to State CU Dept. Once the file is sent back to them you can not edit any data until they send you the file back.
5. Load Grand List with Current Use values. This is the process that moves the Current Use Reduction values into.



Current Use Process.



Editing CU parcels.

When editing CU parcels pay special attention to the data entry fields.

- Any item that appears red in color means that the information showing up in '9 State Current Use Maintenance' does not match '1 Parcel Maintenance'. Correct any issue you discover.
- When you place your mouse over certain areas of this screen such as; Names & address, Acres, and Values a window will appear in the upper right corner of the screen. This window reflects the same type of information on the '1 Parcel Maintenance' screen. This saves you from closing out of this screen and going to look up information on the '1 Parcel Maintenance' screen.

Grand List Values
 LAND 184300
 BLDG 162000
 TOTAL 346300
 HOMESTD 0
 NONRESJ 346300
 H5122 FILED NO

State Current Use Maintenance
 Main Editing Tab
 Exchange #: 1
 Status: **Uncertified-Approved as is**
 ACTIVELY ENROLLED
 Parcel ID: 119 Town Code: 1354
 State Owner ID: [blank] District: 0
 Prev. owner: [blank]
 Curr Yr CLA: 1.0332
 Request Parcel Change (and use comments): None

VALUES	Total	Homestead	Non-Resident
Dwelling&nonEFB	162000	0	162000
Enrolled Farm Bldg	0	0	0
Excluded Land	70000	0	70000
Enrolled Land	112800	0	112800
Total Listed Val	344800	0	344800
Use Value	8100	0	8100
Grand List	240100	0	240100
Reduction	104700	0	104700

- **Status** – pay special attention to this field. This will tell you what is happening to this record. Below are a couple of status settings you should be aware of.

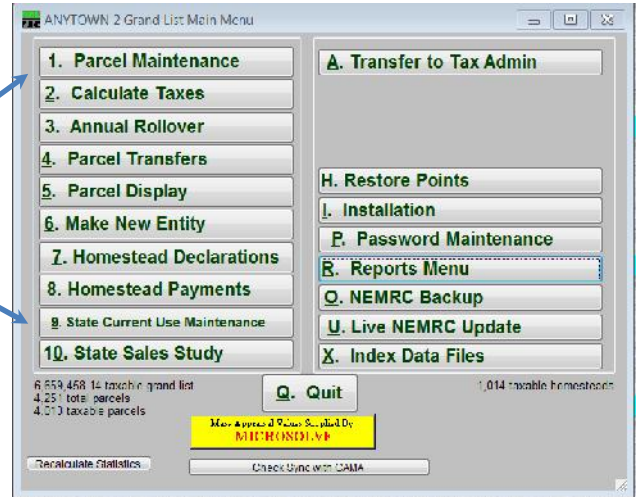
- You can no longer edit a parcel that has a status of 'Pending' or 'Purge'
- 'Town changes not applied' The parcel will be reverted back to it's previous information.

Questions:

1. What 2 reports must you compare to insure all of your Current use exemptions were loaded into '1 Parcel Maintenance'?
2. When Editing CU parcels what does it mean when an item is highlighted in 'Red'?
3. After you send data back to the State CU Dept can you edit your Current Use records? Yes / No
4. When is your 1st current use file available for download? Circle one below
February – March – April
5. If a parcel is flagged with a 'Status' of 'Pending' in '9 Current Use Maintenance' can you edit that record? Yes / No

Current Use vs Parcel Maintenance

Ok this is a quick guide on how to keep your Current Use in sync with Parcel Maintenance. It is important to understand that **'1 Parcel Maintenance'** and **'9 State Current Use Maintenance'** are totally separate so if you make a change in one you **MUST** make sure that change gets duplicated in the other.



Values get loaded into **'1 Parcel Maintenance'** from **'9 State Current Use Maintenance'** by using the **'Load Grand List with Current Use Values'** button. It is important that you examine each record in **'9 State Current Use Maintenance'** and make sure all the information is correct. Any item that is Red on the Current Use edit screen needs to be fixed accordingly. Refer to the Current Use document at www.nemrc.com for more details.

Reports that can help you keep data in sync.

1. Under **'9 Current Use Maintenance'** Make sure you compare the **'All Parcels Report'** Totals on the last page seen on the left. To your **'411'** report or **'Current Use Exemption'** report seen on the right. If the Totals do not match then you must figure out why and make the appropriate corrections.

2011 ANYTOWN BILLED GRAND LIST Grand List		03/15/2011		2011 ANYTOWN BILLED GRAND LIST Grand List	
03/15/2011		03/15/2011		03/15/2011	
09:43 pm		09:43 pm		09:43 pm	
Page 09 of 09		Page 09 of 09		Page 09 of 09	
17 Unsubmitted 2		17 Unsubmitted 2		17 Unsubmitted 2	
Town Code 11995 Portland Town CIA: 1.0217		Town Code 11995 Portland Town CIA: 1.0217		Town Code 11995 Portland Town CIA: 1.0217	
SUPERVISY TOTALS 00 records					
ACRES	Homestead	VALUES	Total	#	SP
Agri/Forest	1671.43	Timber/Non-Farm Bldg	314,880	145,103	4014,960
Forest	2103.39	Eligible Farm Bldg 100%	135,280	0	135,280
Resort & Rec	92.1	Inst Land 2nd Class	254,800	1192,200	1120,180
Res - 1 Hill	0.00	Inst Land 4035.23ac	2027,200	2019,400	4227,960
SP Tax - 1 Hill	0.00	Total Listed Value	13071,960	1307,405	13071,960
Total	4669.22	Use Value Excl. Acres	615,960	447,300	101,160
Total Acres	161.74	County Grand List	11943,280	2595,400	2247,960
Total Parcel	4398.47	Exemption	3425,280	2370,200	3251,080
		Exempt Percentage(%)	161,160	312,400	148,760
		Unexempt Amount(%)	8167,480	1150,800	1001,200

2011 ANYTOWN BILLED GRAND LIST Grand List		03/15/2011		2011 ANYTOWN BILLED GRAND LIST Grand List		
03/15/2011		03/15/2011		03/15/2011		
09:43 pm		09:43 pm		09:43 pm		
Page 09 of 09		Page 09 of 09		Page 09 of 09		
17 Unsubmitted 2		17 Unsubmitted 2		17 Unsubmitted 2		
Town Code 11995 Portland Town CIA: 1.0217		Town Code 11995 Portland Town CIA: 1.0217		Town Code 11995 Portland Town CIA: 1.0217		
(Taxable properties only - State and Non-tax status properties are not listed below)						
Category/Code	Count	Parcel Listed Value	Municipal Listed Value	Homestead Ex Listed Value	Non-Tax Ex Listed Value	Total Education Listed Value
Residential I E1	1,243	283,332,380	241,558,000	38,772,380		283,332,380
Residential II E2	134	54,234,580	39,781,900	14,452,680		54,234,580
Mobile Homes-U MH	19	709,180	36,900	24,280		709,180
Mobile Homes-L ML	13	1,418,080	909,700	518,380		1,418,080
Seasonal I S1	12	2,390,180	123,200	2,266,980		2,390,180
Seasonal II S2	4	2,050,380	0	2,050,380		2,050,380
Commercial C	214	191,042,580	912,300	190,130,280		191,042,580
Commercial Apts CA	18	8,777,380	362,300	8,415,080		8,777,380
Industrial I	14	20,329,180	0	20,329,180		20,329,180
Utilities U	8	27,020,880	0	27,020,880		27,020,880
Utilities-D UD	6	33,380	0	33,380		33,380
Park P	11	5,020,280	2,038,200	2,982,080		5,020,280
Other C	69	12,154,280	7,434,700	4,719,580		12,154,280
Woodland W	1	20,180	0	20,180		20,180
Miscellaneous M	148	11,645,980	84,400	11,561,580		11,645,980
TOTAL LISTED REAL	1,801	620,814,080	207,331,600	323,480,480		620,814,080
P. P. Dable	1	1,293,469		1,293,469		1,293,469
P. P. Equipment	245	137,552,196				137,552,196
P. P. Inventory	159	78,458,116				78,458,116
TOTAL LISTED P.P.	405	217,313,781		1,293,469		218,607,250
TOTAL LISTED VALUE		838,127,861	207,331,600	324,773,949		839,112,410
EXEMPTIONS						
Veterans >1E	17/17	170,000	158,000	20,000		170,000
Veterans >1E		510,000				510,000
Total Veterans		680,000	158,000	20,000		670,000
P. P. Contracts	0	0				0
Contracts Appro-VEPC	0/0	0	0	0		0
Grandfathered	0/0	0	0	0		0
Non-Appropriated	1/1	20,000				20,000
Owner Pays Ed Tax	0/0	0				0
Total Contracts	1/1	20,000	0	0		20,000
FarmStab Appro-VEPC	0/0	0	0	0		0
Farm Grandfathered	0/0	0	0	0		0
Non-Appropriated	0/0	0				0
Owner Pays Ed Tax	0/0	0				0
Total FarmStabContr	0/0	0	0	0		0
Current Use	20/20	2,737,180	1,429,800	1,307,380		2,737,180
Special Exemptions	3	0	0	2,069,899		2,069,899
Partial Statutory	0/0	0	0	0		0
Sub-total Exemption		6,476,780	1,609,800	6,107,194		6,476,780

Current Use vs Parcel Maintenance

2. Other Report to assist you. **'Act 68 Data Test Report'** Below is an example of that report. It appears any time you try to run a Grand List or 411 report and there are issues that need to be reviewed. Here are 3 different examples of Current use issues being identified that warrant your attention.
 - a. The 1st one is telling you this parcel has a CU exemption in Parcel Maintenance but that parcel does not exist in the **'9 State Current Use'** file. This should not happen. All Parcels enrolled in CU should be in both Parcel Maintenance and the Current use file from the State.
 - b. 2nd Current use exemptions are applied to the Municipal, Homestead, and Non Residential Grand List. This message is telling you that the CU Exemption is not being applied properly to this parcel. Check both Parcel Maintenance and 9 Current Use Maint.
 - c. 3rd The CU exemption in Parcel Maintenance does not Match 9 State Current use maintenance. If they do not match then your reports mentioned in step 1 on the previous page will not match either and they must.

03/18/2014 08:44 pm ANYTOWN 2 Grand List Act 68 Data Test Report Page 1 of 2 IT Consultant 2

These issues should be reviewed in maintenance before continuing

Parcel ID	SPAN	Name	Problem
007/1/01-	606-190-10212	BARLOW ROBERT	Land Use Exempt. Mismatch: Grand List:115,100 - State:Not Found
007/1/01-	606-190-10212	BARLOW ROBERT	Land Use Exemption Incorrectly Allocated
009/3/46-	606-190-10008	ABBOTT MARION G TRUST	Land Use Exempt. Mismatch: Grand List:184,000 - State:185,600

Telling you this Parcel has a Landuse exempt in Parcel Maintenance but is not in the State CU file.

Incorrect Allocation means the Land use exemption is not being applied to the Homestead and / or Non Residential columns in Parcel Maintenance.

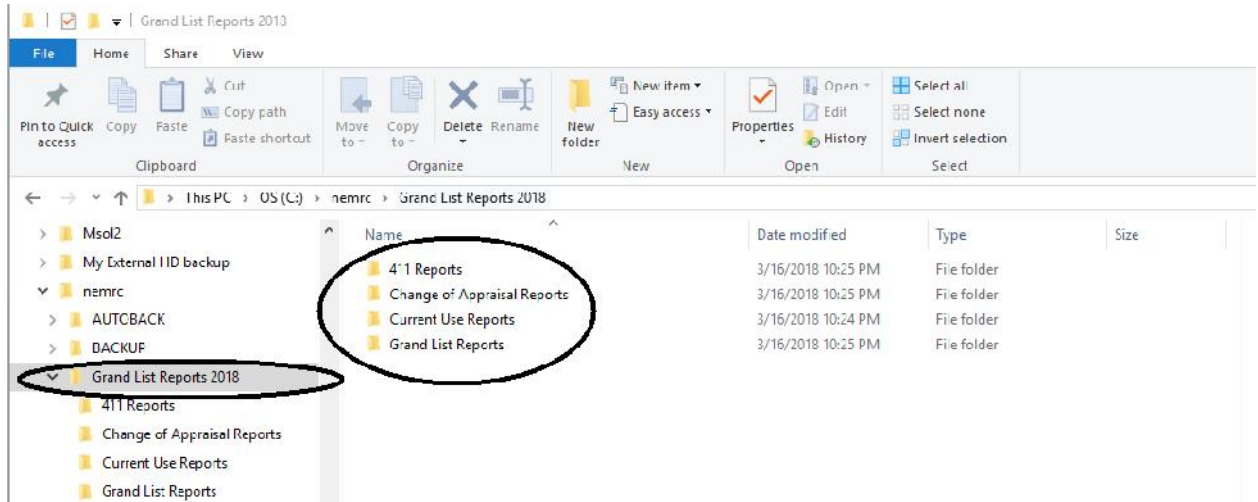
Parcel Maint shows Land Use exemption of 184,000 and State CU at 185,600 they both should be the same.

3. Changes that will definitely affect Current use and will need to be double checked in **'9 Current Use Maintenance'**
 - a. Homestead Declaration Change
 - b. Assessment change
 - c. Names and Address changes
 - d. Transfer of ownership or subdivisions
 - e. Combining of parcels
 - f. Inactivating or Deleting parcels.

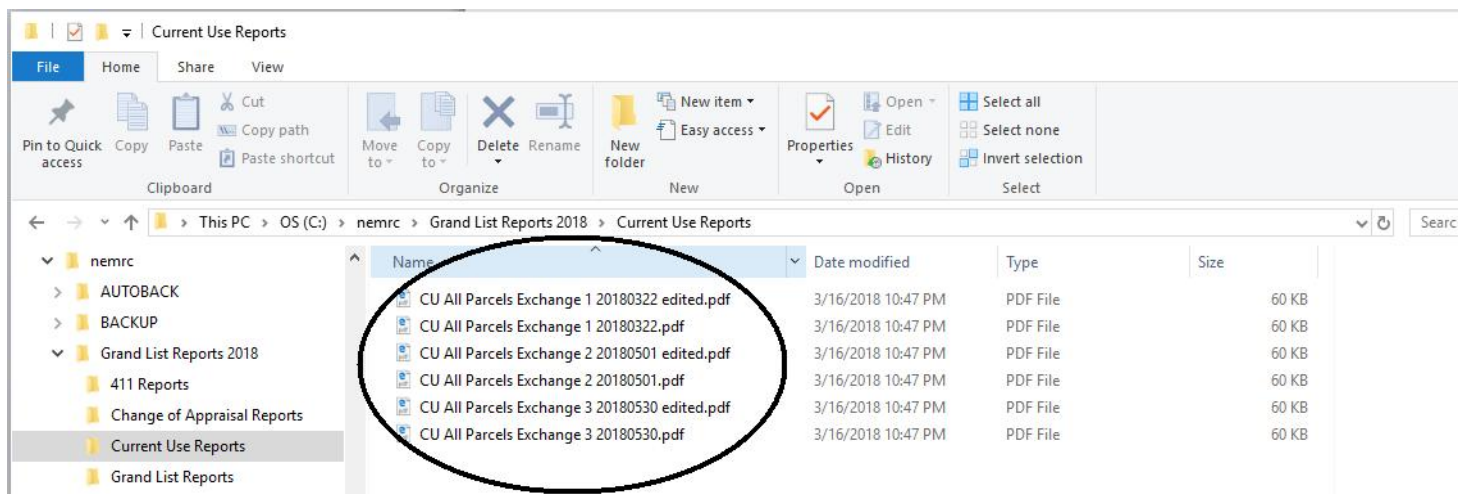
How to incorporate PDF Files

This document will give you some ideas on how to use PDF files to track and organize your grand list data throughout the year. This is not a replacement of your paper files...

The first step is to create a folder on your computer that you easily find. Then you can place various Grand List reports in PDF format into that folder that will help you track changes. Below you can see I created a folder labeled 'Grand List Reports' and inside that folder I created a folder for 411 Reports, Change of Appraisal Reports, Current Use Reports, and Grand List reports.

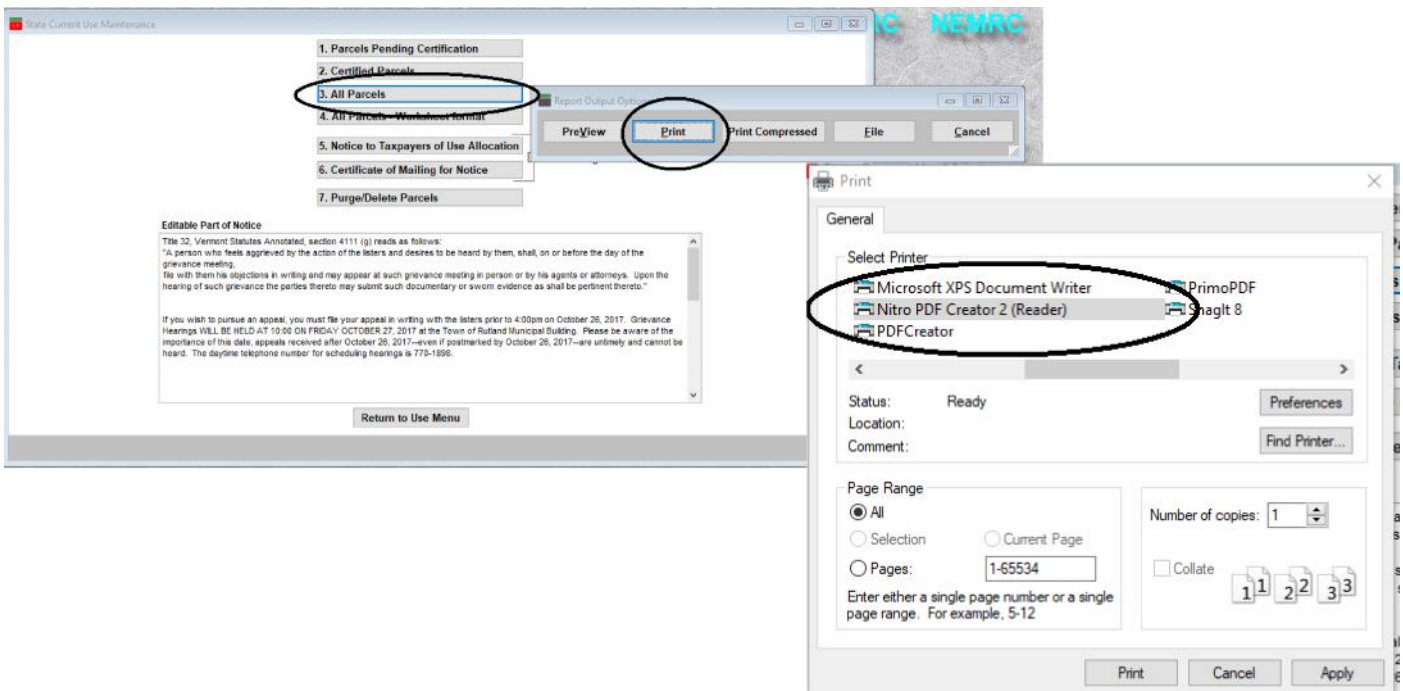


If we look inside the Current Use folder we see the Current Use 'All Parcels report' for each Exchange that has been Downloaded and the same report after the Listers had Edited the file.



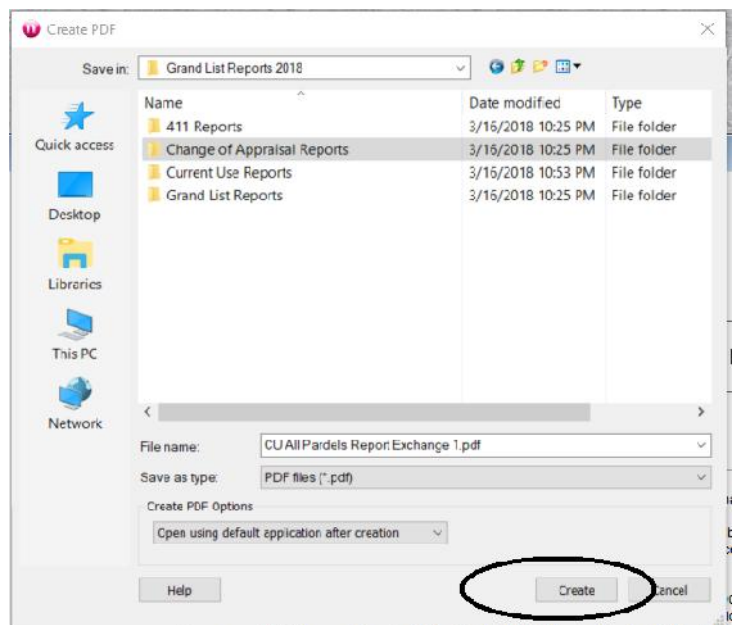
How to incorporate PDF Files

When you print your report choose your PDF printer. If you do not have one to select then have your IT person assist with installing one for you.



Simply select the folder where you want to save your pdf file as seen to the right. Then click the 'Create' button.

Note your PDF software may not have the same exact screen options seen here.



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We appreciate you taking a moment to supply us with your honest and objective input about today's seminar. This will allow us to better prepare for future seminars.

Seminar Title _____ Date _____

Name & Title _____ Organization _____

1. Please tell us what you thought about this seminar.