



# PROCUREMENT COMMITTEE

Clifford J. Hurgin Municipal Center  
1 School Street, Bethel, CT 06801 (203) 794-8514

## MINUTES OF MEETING

Tuesday, September 27, 2011, 10:00 a.m.  
Clifford J. Hurgin Municipal Center - Meeting Room "A"

**PRESENT:** Robert Kozlowski, Comptroller  
Frank Ventrella, Purchasing Agent  
**Absent:** Matthew Knickerbocker, First Selectman

Purchasing Agent Frank Ventrella called the Meeting to order at 10:00 a.m.

**Request for Proposal: Proposals from Firms for the Reappraisal and Revaluation of all property located within the Corporate limits of the Town of Bethel, Connecticut, Effective October 1, 2011**

**Consideration and review of recommendation from Ann Marie Heering, Town Assessor and Martin Lawlor, Town Attorney. Recommendation to The Board of Selectman, if applicable.**

Robert Kozlowski made a motion, which was seconded by Frank Ventrella, to award Tyler Technologies, Inc. for the bid price of \$117,900 for evaluation work and postpone updating photos and save the additional \$19,700 cost based on recommendation from Ann Marie Heering and Marty Lawlor's (Town Attorney) letter dated September 21, 2011 and forward the recommendation to the Board of Selectman. Vote, all in favor, motion unanimously approved.

As there was no further business to come before the Procurement Committee, Frank Ventrella made a motion, which was seconded by Robert Kozlowski, to adjourn the meeting at 10:00 a.m. Vote, all in favor, motion unanimously approved.

Respectfully submitted,

Frank N. Ventrella, Purchasing Agent

RECEIVED

2011 SEP 27 A 11: 19

TOWN OF BETHEL  
TOWN CLERK



## ASSESSOR'S OFFICE

Clifford J. Hurgin Municipal Center  
1 School Street – Bethel, Connecticut 06801  
Phone: (203) 794-8507 Fax: (203) 794-8793

Ann Marie Heering  
CCMA II, Assessor  
Elizabeth Hirt  
Assistant Assessor  
Dayna Casubolo  
Clerk

September 21, 2011

To: Procurement Committee

From: Ann Marie Heering, Assessor

Re: 2012 Revaluation

Town Attorney Lawlor and I have reviewed the two Proposals that we received for the 2012 Revaluation. To the best of my knowledge Attorney Lawlor has no objections to either company but conformation of such should be obtained from him. The bids from the two companies are very close in cost.

Municipal Valuation Services, LLC bid of \$138,000 includes all services including new photos of all properties and litigation support.

Tyler Technologies bid is broken down \$117,900 for the evaluation work, \$19,700 for new photos of all properties and \$975.00 per day litigation support. The revaluation work and photos come to a total of \$ 137,600. As it is difficult to determine what if any litigation support is needed it is difficult to quantify the dollar amount for litigation support. The litigation from the last revaluation did not require the revaluation company to appear in court.

As the two companies are almost identical in cost I think there are some questions that need to be addressed prior to making a decision.

- Does the Town wish to update the photos of the properties now or is that something that should be put off until the next revaluation based on the economic climate at this time saving approximately \$19,700?
- Tyler Technologies has done the last two revaluations for the Town and are very familiar with the Town and our properties or does the Town wish to bring someone with a fresh look to value our properties?

It is my opinion we postpone updating the photos at this time, we currently have photos of most properties and if time allows we can have office personnel go out and take

photos of properties that have changed or are new since the last revaluation. As I have worked closely with Tyler Technologies I can attest to their work ethic and knowledge of revaluing properties. That is not to say the other company would not do an excellent job for the town, I know the three principal owners of the other company and I have every confidence they too would conduct an excellent revaluation for the Town of Bethel.

I recommend we award the Revaluation contract to Tyler Technologies and forgo updating the photos saving the Town \$20,000.