

Town of Alburgh Tax Collection Policy

The purpose of this policy is to establish clear guidelines so that all taxpayers will know what to expect. This policy summarizes the process by which property taxes and delinquent property taxes, late penalties, and interest are billed and collected by the Town of Alburgh. This policy shall be applied whenever possible to ensure consistency of the administration of tax accounts and the collection of taxes. This policy has been established and adopted by the town treasurer, delinquent tax collector, and the selectboard.

It is the responsibility of the taxpayer to ensure that the Town of Alburgh has the correct mailing address for tax bills, notice of taxes due, etc. Failure to receive a tax bill or late notice does not relieve the taxpayer of responsibility to pay the taxes when due and payable nor does it relieve the addition of penalties and interest.

TAX DUE DATES: The voters of the Town of Alburgh establish, by vote, the due dates, and deadlines for property tax payments at the Annual Town Meeting each year in March. Refer to the minutes of the most recent Annual Town Meeting, or contact the treasurer, for the due dates approved by the voters. Payments are on time when in the hands of the town treasurer by 5:00pm on the specified due date. This means payments in the hands of the town treasurer after 5:00pm on the due date are delinquent. Note that tax bills will be mailed at least 30 days prior to when taxes are due. As voted, postmarked payments are not considered timely payments.

FEES FOR RETURNED PAYMENTS: Timely payments returned by the bank for any reason after the due date, including but not limited to insufficient funds, will be considered delinquent, any applicable interest and penalty will be added and a revised notice of taxes due (including applicable interest and penalties) will be mailed to the taxpayer. A bounced checked fee of \$10 and current bank charges may be applicable.

APPLICATION OF INTEREST AND PENALTIES FOR LATE PAYMENTS: The voters of the Town of Alburgh establish, by vote at an Annual Town Meeting, whether interest and a late penalty shall be charged on property tax payments that are not made by the specified due date. The voters may impose a penalty up to 8% of the amount of tax due if not paid on time, as allowed by state law. In addition, voters may vote to charge an interest rate of up to 1.5% per month or fraction thereof on outstanding tax balances, as allowed by state law. Refer to the minutes of the most recent Annual Town Meeting each year, or contact the treasurer, for the percentages approved by voters.

NOTICE OF INTEREST AND PENALTY CHARGES: Interest shall accrue when taxes are overdue and on the 1st of each month thereafter. A one-time penalty on tax amounts not paid into the hands of the town treasurer by 5:00pm on the due date of the taxes shall be applied.

After taxes become delinquent and the account is overdue, a notice of taxes due (including interest and penalty) will be sent to all taxpayers who have not paid their taxes by the due date. A notice will be sent every one or two months until all amounts are paid or until the taxes are turned over to the delinquent tax collector for collection by warrant.

DELINQUENT TAX WARRANT: A delinquent tax warrant will be created by the tax collector and turned over to the delinquent tax collector within 15 days of the tax due date. Once a delinquent tax warrant is received, the delinquent tax collector will mail out a notice of delinquent taxes due that includes current interest and penalty.

LATE FILINGS OF HOMESTEADS: For those who do not file a Homestead Declaration with the State of Vermont, voters may assign a late penalty of up to 8% on the education tax. Refer to the last annual meeting vote, or contact the treasurer, to determine what the last percentage was approved, if any.

APPLICATION OF FULL AND PARTIAL PAYMENTS: Partial payments are accepted on current taxes whenever tax bills have been mailed. Delinquent payments will be applied in this order: other fees (e.g., fees associated with tax

sale, if the property is in the tax sale process under 32 V.S.A. § 5258) and then proportionately to penalty, interest, and principal amount of taxes due.

Payments will be automatically applied to the oldest tax year outstanding until all delinquent years are paid in full unless a written request is received to apply the payment to a specific year.

OVERPAYMENTS: Payments made exceeding balances due will be issued back to that taxpayer in the form of a check. If there is an overpayment on delinquent taxes, it will be applied to current taxes, if applicable, unless stated otherwise.

POSTDATED CHECKS: They are not accepted. Checks must be dated for the current day or recent prior date.

PAYMENT AGREEMENTS: Repayment plans between the delinquent tax collector and the delinquent taxpayer must be offered before initiating any tax sale. Such plans will require that taxes be paid in installments so that delinquent taxes, interest, penalty, and any applicable fees are paid in full. Repayment plans will generally aim to have all delinquent taxes, interest, penalties, and any other applicable fees paid in full before the due date of the subsequent tax year. If, after attempting to consult with the delinquent taxpayer and offering them a written repayment plan, and the delinquent taxpayer either denies the offer, fails to respond within 30 days, or fails to make a payment under the plan, the delinquent taxpayer can proceed with the property tax sale process.

Interest will continue to accrue on outstanding balances during the repayment period.

Repayment agreements shall be in writing on the form provided by the town. The delinquent tax collector will retain the original fully executed agreement with a copy provided to the taxpayer. With prior notice to the delinquent tax collector, a grace period of five (5) business days will be granted twice during the repayment agreement period. The agreement shall remain in effect until the full amount of the delinquent taxes, interest, and penalty are paid in full or until the taxpayer fails to comply with the agreement, whichever comes first.

FAILURE TO KEEP AGREEMENTS: Failure to meet the terms of the repayment agreement shall result in termination of the agreement, unless otherwise agreed by the delinquent tax collector. Failure to make payments as agreed shall constitute default and the property shall be subject to tax sale proceedings.

TAX SALE: In general, collection proceedings by tax sale shall be initiated where multiple-year delinquencies exist. Collection proceedings by tax sale may not be initiated by the delinquent tax collector until the tax account has been delinquent for greater than one year. Once initiated by the delinquent tax collector, all delinquent taxes, interest or penalty may be included in the warrant, regardless if some delinquencies are less than a year old.

When the delinquent tax collector initiates collection by tax sale, with the agreement of the selectboard, an attorney to conduct the sale shall be hired in accordance with state law. Once an account that will be subject to tax sale is turned over to the tax sale attorney, the statutory collection costs of preparing and conducting the tax sale, including legal fees up to a maximum of 15% of the amount of the delinquent tax, shall be added to the account of the delinquent taxpayer. Other fees may also be added to the account for a tax sale under 32 V.S.A. § 5258.

Once accounts have been turned over to the tax sale attorney in preparation of a tax sale, payment can be made to the tax sale attorney or municipal office via cash, money order, bank, treasurer, or certified check. Personal checks may not be accepted from accounts known to bounce. Funds will clear before the sale is stopped. Partial payments to the tax sale attorney will not stop tax sale proceedings. Repayment arrangements will not be accepted after accounts have been submitted to the tax sale attorney. Call the tax sale attorney **before** sending the final payment to ensure the correct amount.

The owner of the property being sold for taxes may request in writing, not less than 24 hours prior to the tax sale, that a portion of the property be sold. Such request must clearly identify the portion of the property to be sold and must be accompanied by a certification from the District Environmental Commission (i.e., Act 250) and the town zoning administrative officer, if applicable, that the portion identified may be subdivided and meets minimum lot size requirements. In the event that the portion identified by the taxpayer cannot be sold for the tax and costs, then the entire property may be sold to pay such tax and costs per 32 V.S.A. § 5254(b).

If no one purchases the property at tax sale, or if, in the judgment of the delinquent tax collector, proceeding with the tax sale is inadvisable, the delinquent tax collector shall collect the delinquent taxes using any or all methods permitted by law.

ABATEMENT: Each taxpayer has the right to apply for abatement of property taxes to the Board of Abatement of the Town of Alburgh under Title 24 V.S.A. § 1535.

If you believe you qualify for an abatement, immediately contact the town clerk at 802-796-3468 to request a hearing before the Board of Abatement. At the hearing, you will be required to provide documentation to support your request.

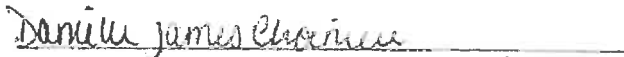
This policy has been adopted by the town treasurer, delinquent tax collector and the selectboard on the 13th day of April, 2026.



Margret Brescia, Town Treasurer



Alex McCracken, Selectboard Chair



Danielle James Choiniere, Delinquent Tax Collector