Town of Lamoine, Maine
606 Douglas Hwy.
Lamoine, ME 04605
207-667-2242
e-mail town@lamoine-me.gov,
website www.lamoine-me.gov

POLICY REGARDING SMALL AMOUNTS OF UNCOLLECTED PROPERTY TAX

I. **PURPOSE**
   a. The Lamoine Board of Selectmen recognizes that from time to time, property taxes are not paid in full due to slow mailing or other circumstances seemingly beyond the control of the taxpayer. The purpose of this policy is to provide the tax collector the discretion to waive imposition of interest on unpaid property tax amounts when the amount of interest due is less than $1.00. It is the further purpose to notify via a less expensive means those taxpayers who have small amounts of unpaid tax prior to the lien process.

II. **SCOPE**
   a. This policy applies to receipt by US Mail or other 3rd party delivery of unpaid property taxes prior to initiation of the lien process (36MRSA §942 et seq) by the tax collector.

III. **AUTHORITY**
   a. While no specific state statute exists granting authority, the Board of Selectmen hereby enacts the following policy in their role as municipal officers of the Town of Lamoine.

IV. **POLICY**
   a. The town meeting of Lamoine annually sets the due dates and rate of interest to be imposed on taxes paid following the due date. The tax collector is to calculate interest on all unpaid amounts immediately after the due date(s). Interest is to be collected and accounted for first on payments received after the due date.
   b. Payments received by mail or other delivery service shall be deemed to have been made on the date of the postmark or other receipt showing the date such payment was surrendered to the delivery company. Interest (if any) will be calculated to the surrender/receipt date.
   c. In the event that the amount of interest on unpaid taxes is calculated to be less than $1.00 on the payment date, and the payment instrument is for the full amount of the unpaid tax, the tax collector is authorized to waive imposition of interest.
   d. In the event that the amount of interest on unpaid taxes is calculated to be greater than $1.00 on the payment date, the tax collector shall credit the unpaid interest first, and apply the remaining amount to the unpaid tax. In such an event, the tax collector shall send via first class mail a receipt to the taxpayer and

a letter explaining that there is an unpaid amount still due. Interest shall continue to accrue on this unpaid amount. A copy of this letter shall be retained in the tax collector's office.

    e. Seven (7) days prior to the time of the 30-day notice period to begin the lien process (36MRSA §942), the tax collector shall send a letter via first class mail to the last known address of each taxpayer with outstanding balances of less than $10 stating when the lien process will begin, the amount due, and that additional fees will be imposed unless payment in full is received prior to the start of the 30-day notice period. A copy of each letter sent shall be maintained as part of the taxpayer's file in the event that the 30-day notice period begins.

    f. If the outstanding balance remains unpaid more than 7 days from the date the letter (in "e" above) is sent out, the tax collector shall begin the lien process using the same procedure for all outstanding taxes. In the event that payment of the outstanding amount is received after the 30-day notice is sent, all fees and interest associated with the 30-day notice process shall be due and payable by the taxpayer.

V.   EFFECTIVE DATE

    a. This policy shall become effective for the fiscal year 2008/09 as of the date of signature by a majority of the Board of Selectmen

VI.   SIGNATURE SECTION

We the undersigned member of the Board of Selectmen, hereby approve of the above policy on this 4th day of September, 2008.

/s/Cynthia Donaldson
/s/ S. Josephine Cooper
/s/ Chris Tadema-Wielandt
/s/Richard Fennelly, Jr.
/s/ Brett Jones

Attest: A True Copy

_____
Stuart Marckoon, Deputy Town Clerk

Copies to: Tax Collector, Assistant Tax Collector, Treasurer, File