

Minutes of the Meeting of the Norwich Board of Listers 22 September 2017, 9:00 am, Tracy Hall

Present: Cheryl A. Lindberg (Chair), Kris Clement, Dennis Kaufman (Listers), Jonathan Bynum (Clerk & Scribe)

Lindberg opened the meeting at 9:00 am.

1. Review and Approval of Agenda

Lindberg suggested several additional items to be discussed under Other Business—Lister email, the Town website, Listserv posts, the PVR District Advisor and dates of future meetings. Additionally, it was agreed to add a recently received piece of correspondence to the agenda under Public Comments. Finally, Lindberg suggested that it might be easier to discuss items 6, 7 and 8 as a single agenda item. Kaufman **moved** (2nd Clement) to approve the agenda with the above additions. Motion **passed 3-0**.

2. Public Comments

No public present. Kaufman **moved** (2nd Clement) to accept a letter and attachments from Chris Katucki dated 9/21/17. Motion **passed 3-0**. It was agreed to add discussion of this letter to the next agenda.

3. Approval of Minutes of Lister Meetings of 2 August and 13 September 2017

There was discussion of Lister minutes in general. It was agreed to add this subject to the next agenda. Kaufman **moved** (2nd Clement) to approve the minutes of the Lister Meeting of 2 August 2017 as distributed. Motion **passed 3-0**. Kaufman then **moved** (2nd Clement) to approve the minutes of the Lister meeting of 13 September 2017. Lindberg provided some suggested changes to the minutes. Kaufman amended his motion to include acceptance of these changes. Clement reseconded. Motion **passed 3-0**.

4. Welcome New Lister

Lindberg and Kaufman welcomed Clement to the Board.

5. Lister Policy Review

There was discussion of the 2013 *Lister Policy for Valuation of Parcels that are Subdivided or Merged*. Kaufman is opposed to the Policy as written. Lindberg shared some insights from a recent Lister training session. It was agreed to postpone further discussion to the next meeting.

6, 7, 8. Review of Assessor Contracts from the Beginning, Review of Recommendations of Committee to Review Real Property Assessment Functions (2011), Lister Plan Moving Forward

There was lengthy discussion of the Assessor Contract. Lindberg would like to move in the direction of the Listers taking over supervision of the Contract Assessor from the Town Manager. Kaufman said that changing Grand List values is the Listers' responsibility, but the current Assessor contract says otherwise. Clement asked how one transitions out of a contract that doesn't conform to State statute?

Lindberg suggested a meeting with the Contract Assessor, possibly with the assistance of the Town Manager, to explore how the Office could move forward with a new reporting process in a constructive manner. There was discussion of whether legal advice was needed at this point.

The Listers then examined the 2016 Amended Contract in detail, and began compiling a list of specific items they feel need to be changed, in general transferring supervisory responsibility for the Contract Assessor from the Town Manager to the Listers. The Listers believe that *they*, not the Town Manager, should be project manager for the Town. Clement said that Lindberg and Kaufman should quantify information they have been denied in the past so as to ensure that it will be received in the future.

Lindberg also wants to return to calling it the Listers' Office, and for the Listers to be responsible for developing the Listers' Office budget.

9. Educational Workshops

Lindberg attended Basic Lister training recently, and will be taking Advanced Lister training next week.

10. Homestead Non-Filer List for Submission to the State of Vermont

This was discussed.

11. Errors & Omissions—Classification Change Only (PVR Form 4261)

The Town Clerk was not at work today, so this item was postponed until the next meeting.

12. Any Other Business

There was discussion of whether the Listers should have personal Town email addresses (to avoid using personal emails for Town business), computer access and software passwords.

The next meeting was set for Friday, 29 September 2017 at 9:00 am. There was discussion of whether to invite the Town Manager.

Kaufman **moved** (2nd Clement) to adjourn at 10:59 am. Motion **passed 3-0**.

Approved by the Board of Listers on 6 October 2017.

By Jonathan Bynum
Assessing Clerk

Cheryl A. Lindberg
Chair, Norwich Board of Listers