

**Norwich Board of Listers**  
**DRAFT Minutes**  
**April 16, 2018**

Present: Cheryl A. Lindberg (Chair), Kris Clement, Dennis Kaufman (Listers); Colleen Hammond (Clerk & Scribe)

Lindberg opened the meeting at 3:30 pm.

**1. Review and Approval of Agenda**

Clement moved, with Kaufman 2<sup>nd</sup>. Motion passed 3-0

**2. Public Comments – No public present**

**3. Approval of Minutes of Lister Meetings of March 28, 2018**

Lindberg suggested a change in wording to; “The Selectboard stated it is not necessary for them to approve the RFP prior to sending it out”. Kaufman moved, with Clement 2<sup>nd</sup>. Motion passed 3-0

**4. Appeal of Penalty – Philip Bean**

After lengthy discussion on how to resolve this issue, Clement telephoned Cy Bailey (district advisor) to see how to proceed, since the Listers had not addressed the issue within a timely fashion. Cy said, “that a taxpayer may appeal an assessment of any other penalty within 14 days after the date of mailing of notice of penalty, and the Listers need to reply back within 14 days. If the Listers did not respond within the 14 days, then Mr. Bean has the right to go before the Board of Abatement under chapter 131 of this title. Lindberg will contact Mr. Bean to resolve this matter.

**5. Administrative Issues**

Lindberg suggested that Hammond put together phone numbers of the District Advisor – Cy Bailey, and District Advisor Supervisor Christie Wright for easy access within the office.

Kaufman asked Hammond if it was correct, that she still did not have the ability to access a LIVE system within Patriot Software. Hammond responded no. Hammond told the Listers she spent most of the day in the Listers office working with Bill Krajeski entering permits and property transfers after Krajeski made Patriot system live. The Listers were pleased to hear this news. Kaufman then asked if Hammond was shown what to look for within the Deeds that accompanied the Property Transfers, Hammond replied yes. Hammond also stated that Krajeski would still be entering the Current Use, so these are to be placed on his desk during this time.

**6. Adjournment**

Kaufman moved with Clement 2<sup>nd</sup>. Motion passed 3-0. Meeting adjourned at 4:53 pm.

Cheryl A. Lindberg, Chair  
Norwich Board of Listers