

Special Meeting Minutes from Norwich Board of Listers for Thursday, July 5, 2018 at 2 pm

Present: Cheryl A. Lindberg (Chair), Dennis Kaufman, Kris Clement (Listers), Colleen Hammond – Lister Assistant

Public Present Anne Garrigue, Christopher Gray

Lindberg opened the meeting at 2:03 pm.

1. Review and approval of agenda – discussion/action item

Clement moved to accept the agenda (2nd Kaufman) Motion passed unanimously

2. Public comments

None

3. VT State Colleges parcel – update/discussion/action

Kaufman contacted the Property Valuation and Review; then explained 32 VSA § 3802(1) CLA PILOT and how payments are calculated. PILOT in question: 701 Turnpike Rd. is \$8603.00.

Clement asked that the President of Vermont Tech email be part of the record of this meeting.

Lindberg asked if anyone would like to make a motion. No action was taken.

4. 2018 Grand List – discussion/action

Clement moved to sign the 2018 Grand List as is with a total list value of \$785,537,404.00 (2nd Lindberg)
Motion passed unanimously

5. Invoice for Patriot Properties software – discussion/action

Clement moved to renew service and training agreement with Patriot Properties for \$5,600.00
(2nd Lindberg) Motion passed unanimously

6. Departmental Office Policy/procedures as of July 1, 2018 – Computer access policy; Board of Lister Chair responsibilities; Lister responsibilities/delegation; Administrative Clerk duties/responsibilities; Assessing Firm responsibilities

Assessor and Clerk will continue to be the only ones with administrative rights to programs NEMRC and Patriot. Responsibilities were tabled for a later date.

7. Draft minutes for Lister Meeting from June 13, Lister Grievance Hearings June 19, and Listers Grievance Deliberation June 21, 2018 – discussion/action

Clement moved to postpone draft minutes to a later date (2nd Lindberg)
Motion passed unanimously

Kaufman left meeting at 4:20 pm.

8. Next meeting date – agenda items

- Review and approval of agenda- discussion/action item
- Listers to meet with Spencer Potter of Vermont Municipal Assessor – introductions to Tracy Hall staff and other Town officials/residents; discuss office schedule; duties of position; software; Administrative Clerk support; other related topics as appropriate
- Noon – 1 PM – Recess: Board of Listers/Assessor lunch break
- 1:30 – 2:00 pm – Meet with public / public comments

9. Adjournment

Clement moved to adjourn the meeting at 5:20 pm (2nd Lindberg).
Motion passed unanimously

Kris Clement
Norwich Board of Listers

From: Moulton, Patricia L. <patricia.moulton@vtc.vsc.edu>
Sent: Monday, July 2, 2018 6:03 PM
To: Cheryl Lindberg
Cc: Listers
Subject: Re: 701 Turnpike Road-Norwich VT

Good afternoon Cheryl,
I can confirm that as of April 1, 2018, Vermont Tech did not have any formal educational activities on the Norwich Farm property.

I hope this helps. Please let me know if you need any additional information.
Pat

Patricia Moulton | President
VERMONT TECH

802.728.1252 | vtc.edu
PO Box 500 | Randolph Center, VT 05061

To schedule an appointment, please contact: Michelle Graham at mgraham@vtc.edu.

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On Jun 29, 2018, at 12:33 PM, Moulton, Patricia L. <patricia.moulton@vtc.vsc.edu> wrote:

Good afternoon Cheryl,
I did receive you voicemail. Today is a nutty day for me but wanted to at least get back via email.

I need to verify what, if any, educational activities were scheduled in and around April 1. I hope to do that today but it may not be until Monday. I will try to get those answers ASAP.

Thank you for your patience!

By the way, please feel free to us pmoulton@vtc.vsc to reach me in the future. The "VTC president" address is read by two other folks. Confidential folks but still not just to me. THANKS so much!
Pat

Patricia Moulton | President
VERMONT TECH

802.728.1252 | vtc.edu
PO Box 500 | Randolph Center, VT 05061

Vermont Tech is kicking the habit: smoke and tobacco free July 1, 2018.

To schedule an appointment, please contact: Michelle Graham at mgraham@vtc.edu.

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From: Cheryl Lindberg <CLindberg@norwich.vt.us>
Sent: Friday, June 29, 2018 10:54 AM
To: VTC President <president@vtc.vsc.edu>
Cc: Listers <Listers@norwich.vt.us>
Subject: 701 Turnpike Road-Norwich VT

President Moulton,

The Board of Listers for the Town of Norwich, Vermont would appreciate having a conversation with you, or a representative, to better inform us of the educational activities that were taking place on April 1, 2018 and on what percentage of the property did those take place. We are elected to assure that there is assessment equity in the grand list. To determine the value of property, Listers must consider the governmental regulations affecting potential uses and values.

I left a voice message for you this morning and will be at the Lister's office for another couple of hours. If responding by email is better for you, that is fine with us. Our current understanding is limited to what was discussed at a warned Selectboard meeting in March, 2018 where many residents spoke to the desire of keeping the Norwich Farm Creamery operating at 701 Turnpike Road, a commercial use of the property.

We look forward to hearing back from you as soon as possible, since our final decision on the grand list will be made late next week. Please respond to all in your email response.

Thank you for your assistance with this matter.

Cheryl A. Lindberg, Chair
Dennis Kaufman
Kris Clement
Board of Listers
Norwich, VT
802-649-1419 x6

ESTIMATE PAYMENT-IN-LIEU-OF-TAXES (PILOT)
ON STATE-OWNED BUILDINGS

Municipality: **Norwich**
TCODE 14450,0

The Department of Taxes has completed the preliminary calculation of the amount of the General (Building) PILOT to be received in FY19 by your municipality in accordance with 32 V.S.A. § 3705.

Please note that these numbers are estimates and are subject to change as corrected or new information becomes available.

The payment is based on the value of state-owned buildings as of April 1, 2017. Those values were provided to the municipalities in a memorandum from me dated April 26, 2018. We have converted those values to grand list (adjusted by the local common level of appraisal) to determine what an adjusted grand list as of April 1, 2017 would have been if such property was taxable. We then determined an adjusted municipal tax rate (what the tax rate would have been if such property were taxable). The resulting amount (Full PILOT) was then prorated by a factor of about 74%. Proration is necessary as the full PILOT statewide was over \$10 M. There is a total of \$8 M available for distribution. The estimated figures for your municipality are:

State-owned Adds to Grand List	23,147
Adjusted municipal grand list	7,445,668
Municipal tax rate	0.4977
Adjusted municipal tax rate	0.4962
Full PILOT	11,486
Prorated PILOT	8,603

Your General (Building) PILOT payment will be based solely on the municipal tax rate unless the state-owned buildings are also located in a district on which your municipality levies an additional rate ("sub-municipal tax district"). In cases where state-owned buildings are known by PVR to be in sub-municipal tax districts, an estimate for payment for that sub-municipal tax district is also enclosed. **If any additional sub-municipal tax districts should be used in the PILOT calculation, the town must notify PVR in writing not later July 31, 2018 in order for an additional sub-municipal tax rate to be applied.**

The payment will be issued on or about October 30, 2018.

If you have questions concerning the calculation, please contact the Brad Jackson at Division of Property Valuation and Review at 802-828-6834 or brad.jackson@vermont.gov