

**Norwich Board of Listers**  
**Draft Minutes**  
**August 29, 2018**

Present: Cheryl A. Lindberg, Dennis Kaufman and Kris Clement, Listers

Spencer Potter, Contract Assessor

Lindberg called the meeting to order at 10:00 am

1. Review/approval of agenda: Agenda was amended to include administrative duties under item 4 – BCA decision review; August invoice for VT Municipal Assessor; Lister budget report for July; NEMRC 2019 grandlist password; website information. Clement moved to accept the revised agenda as presented. Kaufman seconded. Motion passed unanimously.

2. Public comments: None

3. Review of draft minutes August 8, 2018: Lindberg suggested removing the wording under item 5. Kaufman said to state they were postponed instead. Lindberg suggested correcting the wording in the last sentence of item 4 to read, “Provided a copy of the Newbury, VT flowage rights judgement. He attended the BCA hearing on August 1<sup>st</sup>. “ Kaufman moved to accept the minutes as amended. Clement seconded. Motion passed unanimously.

4. BCA decision was reviewed by the Listers and discussed with contract assessor. Town Clerk is responsible for 2018 lodged grandlist so the TC makes the change. Potter will coordinate with her on this matter. Lindberg apologized to Potter for the delay in getting his July invoice approved and doesn't know why the original invoice didn't get to the Lister's for approval. Kaufman moved to approve the invoice. Clement seconded the motion. Motion passed unanimously. The Listers reviewed the July report for the departmental expenses. The Listers then discussed the need for a supervisory password for the 2019 grandlist in NEMRC for the contract assessor. After clarifying that the Listers are in need of assuring that no changes get made to the working 2019 grandlist by anyone other than Potter, the Listers unanimously agreed to make this password change. Lastly, the Listers discussed the issue of getting support from Patriot Software for the AssessPro cama software. What does the recent payment of \$5,600 buy the Town? Can Potter get the support he needs for the software from them? What does the Town own after paying for 7 years of a previous assessor's work? Kaufman suggested asking the other towns for assistance that use AssessPro and whether they are having to ask NEMC for continuing assistance throughout the year. Potter will approach Patriot Software support person first and reach out to other towns and report back to the Listers in a couple of weeks.

5. Homestead Declaration changes after lodged grandlist: Hammond joined the meeting at this point to explain that she didn't have any knowledge of this process. Lindberg explained what the Lister's office has done in the past and asked what the current Listers want to do. Discussion continued for some time and at the end it was decided that a report would be printed closer to year-end when all Homestead Declarations are completed and one E&O Certificate would be attached to the listing and it would be given to the Town Clerk for the 2018 lodged grandlist. Hammond left the meeting.

Miscellaneous: Town website updates for 2018 NEMRC lodged grandlist; link for Patriot 2018 data. Potter agreed to get these two items done. The removal of all NEMC references; previous job descriptions; inclusion of VT Municipal Assessor link and photo from the Town website will be followed up on by Lindberg. Lindberg asked if it was time to let the town know that Potter will be available form 10-4 each

Wednesday and it was agreed to post this on the door of the office and the website. Hammond will be asked to get these couple items done as soon as possible.

Next meeting: The Listers decided on the next meeting date of Thursday, September 13, 2018 at 3:00 pm in the Listers office. Potter will submit a monthly report to the Listers for that meeting and his August invoice.

6. Adjournment: Kaufman moved to adjourn the meeting. Lindberg seconded. Motion passed unanimously and the meeting adjourned at 12:06 pm.

Respectfully submitted,

Cheryl A. Lindberg, Chair

Board of Listers

DRAFT